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Alameda County MANAGEMENT RESOURCE DIRECTORY



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MANAGEMENT RESOURCE DIRECTORY

Prepared by


The Office of the County Administrator

August 29, 1983

ALAMEDA COUNTY MANAGEMENT RESOURCE DIRECTORY

The Alameda County Management Resource Directory, compiled by staff from the County Administrator's Office, represents a comprehensive listing of all major data and management reports prepared by the departments that participated in the project. The purpose of the directory is to provide an index of resources available to all County managers to serve as an impetus for a greater sharing of information among different County departments and perhaps result in a reduction in duplication of effort. While the directory has been organized chronologically by department number, the County Administrator's Office has the capability of supplying departments with a listing of reports with a specific subject code upon request.

The departments and agencies who participated in the project are to be commended for their diligent preparation of the material incorporated in the directory. Thanks are also extended to Leslie Burns for her excellent secretarial and administrative support, Lenore Brest from the Health Care Services Agency for the cover design, and Reprographics.



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Table of Contents

	<u>Page</u>
Agriculture	60
Assessor	20
Auditor-Controller	7
Central Collections	32
Clerk of the Board	2
Coroner-Public Administrator	64
County Administrator	2
Risk Management	38
County Clerk-Recorder	40
County Counsel	
Data Processing	24
District Attorney (FSD)	75
General Services Agency	
Administration	35
BMD	34
Motor Vehicles	34
Purchasing	31
Reprographics	32
Stores	32
Health Care Services Agency	
Agency Administration	76
Alcohol & Drug Abuse Services	89
Community Health Services	78
Mental Health Services	84
Highland Hospital	94
Fairmont Hospital	96
Library	100
Municipal Courts	
Alameda Municipal Court	43
Berkeley-Albany Municipal Court	44
Fremont-Newark-Union City Municipal Court	46
Livermore-Pleasanton Municipal Court	46
San Leandro-Hayward Municipal Court	46
Office of Court Services	47

	<u>Page</u>
Personnel Department	34
Planning	65
Probation	50
Public Defender	40
Public Works	35
Building Inspection	61
Road Department	99
Registrar of Voters	36
Retirement	29
Sheriff's Department	48
Emergency Services	62
Field Services	67
Social Services Agency	68
Superior Court	39
Treasurer-Tax Collector	29
Weights and Measures	61

CLERK OF THE BOARD

Report Title: Board of Supervisors' Resolutions Index

Contact Person/Title: William Mehrwein, Clerk, Board of Supervisors

Phone #: 6754 Dept. #: 103 Frequency or Date: Monthly

Subject Code: Other - Board Index

Content: Index of actions by Board of Supervisors which indicates meeting date, subject (cross-referenced), resolution and contract numbers, and Reel and Image numbers. Index is compiled and updated monthly and is used as a reference.

Report Title: Boards and Commissions List

Contact Person/Title: William Mehrwein, Clerk, Board of Supervisors

Phone #: 6754 Dept. #: 103 Frequency or Date: Monthly

Subject Code: Advisory Boards/Commissions

Content: List of Board of Supervisors' appointments to advisory boards, commissions and committees and other updated data including qualifications, appointment resolutions, expiration dates, areas of representation, addresses, etc. Annual list is required by State law and monthly updates serve as a monitoring and reference source.

COUNTY ADMINISTRATOR'S OFFICE

Report Title: Contract Administrative Manual

Contact Person/Title: George Hewitt, County Administrator's Office

Phone #: 874-7861 Dept. #: 104 Frequency or Date: 3/1/82

Subject Code: Contract Administration

Content: Board of Supervisors policies and procedures relative to community contracts. Updated annually by Community Contract Coordinating Committee.

Report Title: State Legislative Program

Contact Person/Title: Judy Shukraft, Legislative Coordinator

Phone #: 874-6252 Dept. #: 104 Frequency or Date: Annual - Nov/Dec

Subject Code: Legislative Report

Content: County's proposals for State legislation to be enacted during the next legislative session.

Report Title: Discretionary Grants Inventory

Contact Person/Title: Judy Shukraft, Legislative Coordinator

Phone #: 874-6252 Dept. #: 104 Frequency or Date: Annual-April

Subject Code: Financial Statement

Content: Details regarding discretionary grants awarded County agencies and departments including: grant title, purpose, contract period and a breakdown of funding for direct and indirect costs, as well as unfunded County costs. Some comparative data is also included.

Report Title: Federal Legislative Program
Contact Person/Title: Judy Shukraft, Legislative Coordinator
Phone #: 874-6252 Dept. #: 104 Frequency or Date: Annual -Nov/Dec
Subject Code: Legislative Report
Content: County's proposals for Federal legislation to be enacted during the next legislative session.

Report Title: Legislative Status Report
Contact Person/Title: Judy Shukraft, Legislative Coordinator
Phone #: 874-6252 Dept. #: 104 Frequency or Date: Monthly
Subject Code: Legislative Report
Content: Identifies bills on which County has taken a position; lists County position and status of bills.

Report Title: Congressional Record
Contact Person/Title: Judy Shukraft, Legislative Coordinator
Phone #: 874-6252 Dept. #: 104 Frequency or Date: As requested
Subject Code: Legislative Report
Content: Verbatim record of congressional deliberations. Available by topic, bill number, etc., upon request.

Report Title: State Bill Service
Contact Person/Title: Judy Shukraft, Legislative Coordinator
Phone #: 874-6252 Dept. #: 104 Frequency or Date: Daily/wkly/monthly
Subject Code: Legislative Report
Content: Bills - copy of every bill and amendment introduced in State Legislature; Daily Files - agendas of each day's business for each house; Daily Journal - account of proceedings of each house; Histories - all action taken on any bill to date; Index - list of all bills by subject and code sections affected.

Report Title: Board of Control Report
Contact Person/Title: Judy Shukraft, Legislative Coordinator
Phone #: 874-6252 Dept. #: 104 Frequency or Date: Monthly
Subject Code: Revenue Enhancement
Content: Summarizes most recent Board of Control actions on SB 90 matters.

Report Title: Indirect Cost Recovery

Contact Person/Title: Susan Muranishi, Principal Administrative Analyst

Phone #: 874-6482 Dept. #: 104 Frequency or Date: 10/30/80

Subject Code: Other - Indirect Costs

Content: Preliminary report which provides overview of indirect costs, identifies unrecovered countywide support costs and recommends general policies to maximize indirect cost recovery.

Report Title: Public Health Lab

Contact Person/Title: Jerry Burke, Principal Administrative Analyst

Phone #: 874-6482 Dept. #: 104 Frequency or Date: 12/80

Subject Code: Program Evaluation/Operational Improvements

Content: Review of County's Public Health Lab operations and administration with recommendations for improvements in safety and quality control, workload and productivity, revenue collections and management. Report prepared by joint CAO/HCSA task force at the request of the Board of Supervisors in response to threatened state decertification of the lab.

Report Title: Health & Welfare Financial Review

Contact Person/Title: Susan Muranishi, Principal Administrative Analyst

Phone #: 874-6482 Dept. #: 104 Frequency or Date: 4/26/82

Subject Code: Financial Analysis

Content: Review of 1981-82 and 1982-83 financial projections for County health & welfare programs. Financial planning document used by Board of Supervisors to set budget policies and by affected departments to develop action plans to align expenditures with available revenues.

Report Title: Indirect Cost Report

Contact Person/Title: Paul Marangella, Administrative Analyst

Phone #: 8-82-6252 Dept. #: 104 Frequency or Date: 8/20/81

Subject Code: Other - Indirect Costs

Content: Reviews the basic process by which indirect costs are allocated and recovered and recommends improvements. Serves as a good general introduction to the subject with flow charts and diagrams.

Report Title: Quarterly Financial Forecast

Contact Person/Title: Jeff Campen/Paul Marangella

Phone #: 8-82-6252 Dept. #: 104 Frequency or Date: Quarterly

Subject Code: Forecasting Report

Content: Forecasts current year expenditures and revenues contributing to the Available Fund Balance. Also estimates financial conditions in the subsequent fiscal year.

Report Title: CAO Recommended Budget

Contact Person/Title: Paul Marangella, Administrative Analyst

Phone #: 8-82-6252 Dept. #: 104 Frequency or Date: Annual

Subject Code: Budget Report

Content: Shows bottom line budget recommendations for each department, documenting all allowable adjustments between fiscal years. Also summarizes budget by program and fund.

Report Title: CAO Final Budget

Contact Person/Title: Paul Marangella, Administrative Analyst

Phone #: 8-82-6252 Dept. #: 104 Frequency or Date: Annual

Subject Code: Budget Report

Content: Shows bottom line budget figures for each county department based on final budget adoption by the Board of Supervisors. Documents reasons for changes between CAO Recommended Budget and the Final Budget. Also summarizes the budget by fund and program.

Report Title: Super Report

Contact Person/Title: Paul Marangella, Administrative Analyst

Phone #: 8-82-6252 Dept. #: 104 Frequency or Date: Monthly

Subject Code: Financial Analysis

Content: Takes figures from Auditor's monthly basis statement, compresses them into a concise report showing departmental expenditures (by object and by fund) and actual vs. budget FTE by pay period. Takes biweekly payroll data, converts Personnel Report into FTEs and compares the result (actual FTEs) with the allowable (budgeted) FTEs & calculates the variance by number and percent.

Report Title: Budget Comparison - Proposition 13 to Present

Contact Person/Title: Jeff Campen, Financial Management Coordinator

Phone #: 874-6252 Dept. #: 104 Frequency or Date: 11/4/82

Subject Code: Budget Report

Content: Comparison of budgets since Proposition 13, ie. 1977-78 through present 1982-83.

Report Title: Redevelopment Project Impact to Alameda County

Contact Person/Title: Jeff Campen, Financial Management Coordinator

Phone #: 874-6252 Dept. #: 104 Frequency or Date: 2/4/82

Subject Code: Budget Report

Content: Analysis of redevelopment projects and tax increment financing. Indicates total cost revenues to County by project and grand total.

Report Title: Correctional Officer Staffing Concept
Contact Person/Title: Emmie Hill, Administrative Analyst
Phone #: 874-7861 Dept. #: 104 Frequency or Date: 3/5/80
Subject Code: Financial/Program Analysis
Content: Review of correctional officers for Alameda County.

Report Title: Health Care Services Agency Program Review
Contact Person/Title: Campen/Muranishi
Phone #: 874-6252 Dept. #: 104 Frequency or Date: 4/24/81
Subject Code: Program Evaluation
Content: Review of Health Care Services Agency and alternative organizational structures.

Report Title: Automated Mapping - Assessor's Office
Contact Person/Title: Jeff Campen, Financial Management Coordinator
Phone #: 874-6252 Dept. #: 104 Frequency or Date: 4/4/82
Subject Code: Program Evaluation
Content: Review of automated mapping in the Assessor's Office - specific funding (budget) recommendations.

Report Title: Criminal Justice Profile--Alameda County
Contact Person/Title: Ken Gross, Administrative Analyst
Phone #: 8-82-6482 Dept. #: 104 Frequency or Date: Annual
Subject Code: Annual Report
Content: Law and justice data for Alameda County.

Report Title: Judicial Council of California--Annual Report to Governor & Leg.
Contact Person/Title: Ken Gross, Administrative Analyst
Phone #: 8-82-6482 Dept. #: 104 Frequency or Date: Annual
Subject Code: Annual Report
Content: Superior Court and municipal courts activity data.

Report Title: County Service Area and Benefit Assessment for Paramedic Service
Contact Person/Title: Adele Fasano, Administrative Analyst
Phone #: 874-6482 Dept. #: 104 Frequency or Date: 3/18/82
Subject Code: Revenue Enhancements
Content: Report identifying 3 alternative ways to create a county service area for paramedic services; advisory election, confirmation election, or no election.

Report Title: Environmental Health Services Revenue Collection
Contact Person/Title: Adele Fasano, Administrative Analyst
Phone #: 874-6482 Dept. #: 104 Frequency or Date: 6/4/82
Subject Code: Revenue Enhancements
Content: Report identifying alternative means of improving revenue collection in Environmental Health Services.

Report Title: Health and Social Services Integration
Contact Person/Title: Adele Fasano, Administrative Analyst
Phone #: 874-6482 Dept. #: 104 Frequency or Date: 10/1/82
Subject Code: Organizational Structure
Content: Preliminary report of opportunities for integrating Mental Health, Alcohol & Drug Abuse, Human Services and Aging programs under alternative organizational structures.

Report Title: Report on Parental Support Payments for Inst. Costs & PD Rep.
Contact Person/Title: Jaine Place, Administrative Analyst
Phone #: 874-6482 Dept. #: 104 Frequency or Date: 11/81
Subject Code: Fee Inventory Review
Content: Summary of actual costs versus assessed fees for juvenile incarceration and legal representation; recommends increased fees and method of determining parents' financial ability to reimburse the county.

AUDITOR-CONTROLLER

Report Title: Departmental Audit Reports
Contact Person/Title: Howard Nguyen/Supervising Auditor
Phone #: 874-6272 Dept. #: 110 Frequency or Date: Biennial
Subject Code: Audit Reports
Content: Review of accounting and administrative controls of County departments.

Report Title: Community Based Organization Audit Reports
Contact Person/Title: Effie Mogul/Deputy Auditor
Phone #: 874-6272 Dept. #: 110 Frequency or Date: Annual/Biennial
Subject Code: Contract Audit Reports
Content: Financial/compliance audits of County funded contracts. Audits are performed either annually or biennially depending on amount of funding.

Report Title: Community Based Organization Financial/Compliance Evaluations
Contact Person/Title: Charles Roach/Audit Manager
Phone #: 874-6272 Dept. #: 110 Frequency or Date: Biennial
Subject Code: Financial/Compliance Evaluations
Content: Evaluation of accounting and administrative records to determine compliance with contract provisions.

Report Title: Local Government Fiscal Affair Reports
Contact Person/Title: Charles Roach/Audit Manager
Phone #: 874-6272 Dept. #: 110 Frequency or Date: Annual
Subject Code: Financial Statements
Content: Financial statements of various special districts and joint powers agreements.

Report Title: Countywide Cost Plan
Contact Person/Title: Don Hill/Senior Auditor
Phone #: 874-6272 Dept. #: 110 Frequency or Date: Annual
Subject Code: Cost Report
Content: Allocation of central service departmental cost to operating departments and outside agencies.

Report Title: Cash Count
Contact Person/Title: Howard Nguyen/Supervising Auditor
Phone #: 874-6272 Dept. #: 110 Frequency or Date: Quarterly
Subject Code: Cash Count
Content: Confirmation of cash (including investments) in County treasury.

Report Title: Financial Audit Reports
Contact Person/Title: Howard Nguyen/Supervising Auditor
Phone #: 874-6272 Dept. #: 110 Frequency or Date: Annual
Subject Code: Financial Audits
Content: Financial audits of special districts under the County Board of Supervisors.

Report Title: Indirect Cost Recovery Manual
Contact Person/Title: Don Hill/Senior Auditor
Phone #: 874-6272 Dept. #: 110 Frequency or Date: One-time (6/83)
Subject Code: Department/Office Policies and Procedures
Content: Comprehensive procedures for recovery and billing of central service and departmental indirect costs.

Report Title: Community Based Organization Accounting Handbook
Contact Person/Title: Charles Roach/Audit Manager
Phone #: 874-6272 Dept. #: 110 Frequency or Date: One-time (2/81)
Subject Code: Accounting Handbook
Content: Accounting, internal control, and financial reporting guidelines for community based organizations.

Report Title: Revolving Funds, Cash Difference Funds & Overage Fund
Contact Person/Title: Hiro Fujimoto, Chief Deputy Auditor
Phone #: 874-6447 Dept. #: 110 Frequency or Date: Annually (FY)
Subject Code: Annual Report
Content: Status of County's revolving funds and activities of the cash difference funds and overage fund.

Report Title: Proposed Budget
Contact Person/Title: Patrick O'Connell, Assistant Controller
Phone #: 874-6448 Dept. #: 110 Frequency or Date: Annual
Subject Code: Budget Report
Content: Alameda County's proposed budget for the fiscal year.

Report Title: Final Budget

Contact Person/Title: Patrick O'Connell, Assistant Controller

Phone #: 874-6448 Dept. #: 110 Frequency or Date: Annual

Subject Code: Budget Report

Content: Alameda County's final budget for the fiscal year.

Report Title: FAB Manual

Contact Person/Title: Patrick O'Connell, Assistant Controller

Phone #: 874-6448 Dept. #: 110 Frequency or Date: Update as needed

Subject Code: Department/Office Policies and Procedures

Content: Accounting systems structure, Auditor's Office procedures relative to the accounting process.

Report Title: Annual Financial Report

Contact Person/Title: Patrick O'Connell, Assistant Controller

Phone #: 874-6448 Dept. #: 110 Frequency or Date: Annual

Subject Code: Financial Statements

Content: Audited financial statements of all County funds including balance sheet, revenue and expenditure statements.

Report Title: Annual Report of Financial Transaction to State Controller

Contact Person/Title: Patrick O'Connell, Assistant Controller

Phone #: 874-6448 Dept. #: 110 Frequency or Date: Annual

Subject Code: Financial Statements

Content: Summary of revenues and expenditures by function and activities as defined by the State Controller.

Report Title: Claim for Payment of Mandated Costs under Section 2232 R&T Code

Contact Person/Title: Patrick O'Connell, Assistant Controller

Phone #: 874-6448 Dept. #: 110 Frequency or Date: Annual

Subject Code: Financial Statements

Content: SB 90 claims for various reimbursable mandated State programs.

Report Title: County Justice System Subvention Program Financial Statement
Contact Person/Title: Patrick O'Connell, Assistant Controller
Phone #: 874-6448 Dept. #: 110 Frequency or Date: Annual
Subject Code: Financial Statements
Content: Statement of expenditures for the AB 90 program.

Report Title: Notice of Proposed Budget and Hearings
Contact Person/Title: Patrick O'Connell, Assistant Controller
Phone #: 874-6448 Dept. #: 110 Frequency or Date: Annual
Subject Code: Budget Report
Content: Publication of proposed budget and hearing to satisfy revenue sharing requirement.

Report Title: Annual Appropriation Ordinance
Contact Person/Title: Patrick O'Connell, Assistant Controller
Phone #: 874-6448 Dept. #: 110 Frequency or Date: Annual
Subject Code: Budget Report
Content: Budget requirements of County funds by classification.

Report Title: Sales and Use Tax Report
Contact Person/Title: Hsaio-Wei Pan/Auditor I
Phone #: 874-6441 Dept. #: 110 Frequency or Date: Quarterly
Subject Code: Financial Statements
Content: Recap of sales and use taxes collected by County to be remitted to State.

Report Title: Federal Income Taxes Withheld
Contact Person/Title: Joanne McDowell/Auditor I
Phone #: 874-5407 Dept. #: 110 Frequency or Date: Quarterly
Subject Code: Financial Statements
Content: Summary of gross wages and federal income taxes withheld for the quarter for employees in the County payroll system. Report is submitted to the IRS within 30 days following the end of a quarter.

Report Title: State Income Taxes Withheld

Contact Person/Title: Joanne McDowell/Auditor I

Phone #: 874-5407 Dept. #: 110 Frequency or Date: Quarterly

Subject Code: Financial Statements

Content: Summary of number of employees and gross wages earned by primary activity (e.g. Public Protection, Social Welfare, Roads & Bridges) for the quarter. Summary of state income taxes withheld during the quarter: submitted to State within 30 days following the end of a quarter.

Report Title: Municipal Court Report

Contact Person/Title: Beverly Worthington/Principal Auditor

Phone #: 874-5406 Dept. #: 110 Frequency or Date: Annual

Subject Code: Financial Statements

Content: Statement of revenues and expenditures by court including Marshals. Revenue statement shows to which agencies the revenues collected were subsequently disbursed.

Report Title: Fines and Forfeitures Report

Contact Person/Title: Marguerite Parry/Accounting Technician

Phone #: 874-5407 Dept. #: 110 Frequency or Date: Monthly

Subject Code: Financial Statements

Content: Summary of fines and forfeitures collected by the courts and Central Collections during the month, detailed by type of fine. Report is filed with the State Controller's Office.

Report Title: Judges' Retirement Contributions Report

Contact Person/Title: Marguerite Parry/Accounting Technician

Phone #: 874-5407 Dept. #: 110 Frequency or Date: Bi-weekly

Subject Code: Financial Statements

Content: Summary of earnings and retirement contributions for the County's municipal court judges, covering a two-week period. Report is filed with the Judges' Retirement System and the State Treasurer's Office.

Report Title: Cost of Bay Area Placement Committee to Participating Counties

Contact Person/Title: Mary Shelton/Auditor I

Phone #: 874-5407 Dept. #: 110 Frequency or Date: Quarterly

Subject Code: Financial Statements

Content: Summary of costs incurred by the Bay Area Placement Committee and apportionment of these costs to the participating counties.

Report Title: Semi-Annual Settlement

Contact Person/Title: Hsiao-Wei Pan/Auditor I

Phone #: 874-6441 Dept. #: 110 Frequency or Date: Semi-Annual

Subject Code: Financial Statements

Content: Summary of fees paid to the State on certain collections made by the County, e.g. fees on property tax redemptions, sales of tax deeded land, unclaimed property, missing heirs, and cancellation fees.

Report Title: Statement of County Auditor to SBE & State Controller

Contact Person/Title: Ben Morita, Senior Auditor

Phone #: 874-5545 Dept. #: 110 Frequency or Date: Annual

Subject Code: Annual Report

Content: Value of property assessed by County Assessor. Secured and unsecured rolls classes of property within cities and unincorporated area of Alameda County. Submitted pursuant to Revenue and Taxation Code Sections 1647, 1648 and 1649.

Report Title: Report of Taxes Allocated, Net Taxable Value of Debt, etc.

Contact Person/Title: Ben Morita/Senior Auditor

Phone #: 874-5545 Dept. #: 110 Frequency or Date: Annual

Subject Code: Annual Report

Content: Report to State Controller of the amounts of property taxes levied and allocated to the County, cities, special districts and school districts in Alameda County.

Report Title: Report of Amount of Taxes Collected/Distributed for FY-Schools

Contact Person/Title: Ben Morita, Senior Auditor

Phone #: 874-5545 Dept. #: 110 Frequency or Date: Annual

Subject Code: Annual Report

Content: Report to State Department of Education of the amount of taxes by category distributed to school districts and the County Superintendent of Schools.

Report Title: Report of Estimated Amount of Taxes to be Collected/Distributed

Contact Person/Title: Ben Morita/Senior Auditor

Phone #: 874-5545 Dept. #: 110 Frequency or Date: Annual

Subject Code: Annual Report

Content: Report to State Department of Education of the estimated amounts of taxes by category to be distributed to the school districts and the County Superintendent of Schools.

Report Title: Report to State Controller of F. Assessed Valuation of Schools
Contact Person/Title: Ben Morita/Senior Auditor
Phone #: 874-5545 Dept. #: 110 Frequency or Date: Annual
Subject Code: Annual Report
Content: Assessed valuation of certain school districts in Alameda County
aided under various state school building aid programs.

Report Title: Fiscal Year Property Tax Revenue Allocation
Contact Person/Title: Ben Morita, Senior Auditor
Phone #: 874-5545 Dept. #: 110 Frequency or Date: Annual
Subject Code: Annual Report
Content: Report to County Administrator of estimated property tax revenue
from 1% tax levy for County special districts, cities and schools.

Report Title: Redevelopment Project Property Tax Increments
Contact Person/Title: Ben Morita, Senior Auditor
Phone #: 874-5545 Dept. #: 110 Frequency or Date: Annual
Subject Code: Annual Report
Content: Report to Board of Supervisors of amounts of redevelopment project
property tax increments to be paid to redevelopment agencies for
the fiscal year.

Report Title: Revenue Sharing Actual Use Report
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Annual
Subject Code: Annual Report
Content: To replace revenue sharing budget and current years obligation.

Report Title: General Revenue Sharing Survey
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Annual
Subject Code: Annual Report
Content: To verify data elements used to determine allocation.

Report Title: Revenue Sharing Statement of Assurances
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Annual
Subject Code: Legislative Report
Content: Statutory provisions contained in Revenue Sharing Act.

Report Title: Reconciliation of Trust 9902, 9903, 9904, 9906 and 9921
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Monthly
Subject Code: Other-Cash Activity Report
Content: Summary of receipts and disbursements.

Report Title: State Transit Assistance Fund & Local Transportation Fund Actvty
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Quarterly
Subject Code: Other-Cash Activity Report
Content: Detail of payments made on each allocation instruction.

Report Title: State Transit Assistance & Local Trans. Fund Unpaid Allocations
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Quarterly
Subject Code: Other-Report of Allocations
Content: Detail by allocation instruction of amounts outstanding.

Report Title: State Transit Assistance, Local Trans. Fund & Solid Waste Mgmt.
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Annual
Subject Code: Financial Statements
Content: Balance sheet revenues and expenditures statement. Amounts paid for each TDA and STA purpose, statement of unpaid allocation. Statement of receivables and payables by each allocation instruction.

Report Title: Estimate of Funds to be Available - Local Trans Fund
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-6985 Dept. #: 110 Frequency or Date: Annual
Subject Code: Budget Forecasting Report
Content: Estimate of revenues and expenditures for next fiscal year.

Report Title: State of California - Report of Expenditures & Request for Funds
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Monthly
Subject Code: Other-Report of Expenditures
Content: Report of expenditures for current month and request for reimbursement for Alameda County Career Criminal Program and Alameda County District Attorney Victim/Witness Program.

Report Title: ACTEB/ACAP Report
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Monthly
Subject Code: Other-Cash Activity Report
Content: Detail of CETA/HHS Grant Summary, trust funds and program allocations, program activity by cost category, program expenditures by contractor and HHS non federal expenditures.

Report Title: Department of Labor - Annual Plan Settlement
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Annual
Subject Code: Other - Grant Report
Content: Report on approved grant allocations and accrued expenditures by grant title. To close out a CETA grant by title.

Report Title: Financial Status Report
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Quarterly
Subject Code: Other - Cash Activity Report
Content: Report revenues received and expenditures incurred during the quarter D.O.L. - CETA grants and H.H.S. grants.

Report Title: Status of Federal Funds
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: as needed
Subject Code: Other - Request for Funds
Content: Report on weekly expenditures and request for advance from D.O.L. -
CETA grants and HUD-HCD grant.

Report Title: U.S.D.A. - Report of Expenditures
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Monthly during summer
Subject Code: Other - Report of Expenditures
Content: Report of expenditures and claim for reimbursement on ACTEB's
summer lunch program.

Report Title: Annual Report of Financial Transactions of Special Districts
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Annual
Subject Code: Financial Statement
Content: Balance sheet, revenues and expenditures for ACTEB, ACAP, and Solid
Waste Management Authority.

Report Title: State of California - AB 3245 Funds (Capital Projects)
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Quarterly
Subject Code: Other - Report of Banking Ins.
Content: Listing of financial institutions that have County funds on deposit.

Report Title: Survey of Government Employment
Contact Person/Title: Connie Hughes, Principal Auditor
Phone #: 874-7985 Dept. #: 110 Frequency or Date: Annual
Subject Code: Personnel Reports
Content: Report on number of employees and salaries paid ACTEB and ACAP.

Report Title: Quarterly Contribution Return & Report of Wages Under UI Code
Contact Person/Title: Virginia Williamson, Central Payroll Supervisor
Phone #: 874-6996 Dept. #: 110 Frequency or Date: Quarterly
Subject Code: Other - State Unemployment Insurance Report
Content: Report of total wages in subject employment and number of employees covered. State Unemployment Insurance.

Report Title: Quarterly Contribution Return
Contact Person/Title: Virginia Williamson, Central Payroll Supervisor
Phone #: 874-6996 Dept. #: 110 Frequency or Date: Quarterly
Subject Code: Other - Cash Activity Report
Content: Report of contributions withheld, total wages in subject employment and number of employees covered - State Disability Insurance.

Report Title: Social Security Contributions
Contact Person/Title: Virginia Williamson, Central Payroll Supervisor
Phone #: 874-6996 Dept. #: 110 Frequency or Date: Monthly
Subject Code: Other - Cash Activity Report
Content: Report on covered wages, contributions and payment.

Report Title: Employer Summary of Form W-2 Magnetic Media Wage Information
Contact Person/Title: Virginia Williamson, Central Payroll Supervisor
Phone #: 874-6996 Dept. #: 110 Frequency or Date: Annual
Subject Code: Annual Report
Content: Detail of information recorded on Form W-2.

Report Title: Workers Compensation - IS Fund
Contact Person/Title: Clarence Parker, Deputy Auditor
Phone #: 874-5214 Dept. #: 110 Frequency or Date: Semi-Annual
Subject Code: Financial Statement
Content: Balance sheet, analysis of retained earnings and income statement.

Report Title: Claim Summary Report - All Years
Contact Person/Title: Clarence Parker, Deputy Auditor
Phone #: 874-5214 Dept. #: 110 Frequency or Date: Monthly
Subject Code: Other - Report of Expenditures
Content: Workers compensation claims paid by FY, reserves, total incurred premium and loss ratio.

Report Title: Summary of Actual and Projected Salaries by Code/Class
Contact Person/Title: Clarence Parker, Deputy Auditor
Phone #: 874-5214 Dept. #: 110 Frequency or Date: Annual
Subject Code: Forecast Report
Content: To establish workers compensation premium rate for FY.

Report Title: Register of Checks Issued by Workers Comp. Admin.
Contact Person/Title: Clarence Parker, Deputy Auditor
Phone #: 874-5214 Dept. #: 110 Frequency or Date: Monthly
Subject Code: Other - Register of Checks
Content: Checks issued on W/C bank accounts and accounting of all checks.

Report Title: Accounting Handbook for Community-Based Organizations
Contact Person/Title: Charles Roach, Auditor-Controller
Phone #: 874-6272 Dept. #: 110 Frequency or Date: Rev. 2/81
Subject Code: Contract Administration
Content: Provides accounting internal control and financial reporting guidelines for community organizations who contract with Alameda County.

Report Title: County Payroll System
Contact Person/Title: Virginia Williamson, Auditor's Office
Phone #: 874-5211 Dept. #: 110 Frequency or Date: _____
Subject Code: Other - Payroll Data
Content: Contains extensive information on payroll payments by employees; pay period reports on specific features of system including hours and deductions.

Report Title: Fixed Assets Inventory and Depreciation

Contact Person/Title: Pat O'Connell, Auditor's Office

Phone #: 874-6448 Dept. #: 110 Frequency or Date: Ongoing

Subject Code: Inventory

Content: Inventory of fixed assets by budget unit and location, with original and current values. Computes depreciation based on equipment service life and salvage value.

Report Title: Warrant Reconciliation

Contact Person/Title: Pat O'Connell, Auditor's Office

Phone #: 874-6446 Dept. #: 110 Frequency or Date: Daily

Subject Code: Financial Data

Content: Tracks outstanding checks written by County departments and any discrepancies from reports submitted. Updated daily and compiled into periodic reports.

Report Title: BACIS (Budget Accounting Information System)

Contact Person/Title: Pat O'Connell, Auditor's Office

Phone #: 874-6446 Dept. #: 110 Frequency or Date: Monthly

Subject Code: Financial Data

Content: Central depository for data on County budget, revenues received and expenditures. Maintains summary and detail files for revenue, expenditures and general ledgers, cash balance data for agency and trust funds, debt service fund status and accounts receivable. Tracks encumbrances and keeps statistics on payments to vendors. Produces data for IRS and state FIB on non-employee compensation.

ASSESSOR

Report Title: Business Personal Property (Year) Roll Recap

Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration

Phone #: 874-5893 Dept. #: 111 Frequency or Date: Annual

Subject Code: Other - Assessment Data

Content: Number of accounts by category/use with value totals for personalty, fixtures, and inventories and percentage of totals by category/use to all assessments enrolled by the Business Personal Property section.

Report Title: Local Roll Summary Report

Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration

Phone #: 874-5893 Dept. #: 111 Frequency or Date: Annual

Subject Code: Other - Assessment Data

Content: Surrendered roll gross totals with comparison to prior year. The amount of change and percentage are shown and broken down by category of assessment, sales and transfers, new construction, 2% indexing, etc.

Report Title: (Year) County Equalization Board Hearings
Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration
Phone #: 874-5893 Dept. #: 111 Frequency or Date: Annual
Subject Code: Program Data
Content: Statistical summary of County Equalization Board Hearings during the year including number of appeals, valuations involved, changes and amounts.

Report Title: Deeds Received by Period
Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration
Phone #: 874-5893 Dept. #: 111 Frequency or Date: Bi-weekly
Subject Code: Workload Data
Content: Number of documents examined and selected for assessment data changes by period with year to date totals. Comparison is made to prior year.

Report Title: Mapping Activity - Drafting Workload
Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration
Phone #: 874-5893 Dept. #: 111 Frequency or Date: Bi-weekly
Subject Code: Workload Data
Content: Number of tracts, condominiums, parcel maps, records of survey, and cut/combine documents received year to date. It also lists the number of parcels or lots involved. Comparison is made to prior year.

Report Title: Building Permits Received and Building Permits Written by Month
Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration
Phone #: 874-5893 Dept. #: 111 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Number of permits received from the cities and county building departments and number of permit cards prepared for fielding with comparison to prior year.

Report Title: New Construction Permit Processing - Ready for Fielding
Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration
Phone #: 874-5893 Dept. #: 111 Frequency or Date: Bi-Weekly
Subject Code: Workload Data
Content: Breakdown of new construction permits prepared for fielding by general use type with totals and comparisons to prior year.

Report Title: Audit Trip Expense Analysis

Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration

Phone #: 874-5893 Dept. #: 111 Frequency or Date: Annual

Subject Code: Financial Data

Content: Detail data on audit trip expenses and locations audited.
Statistical cost summaries and comparisons made to prior year and
to State Board contract audit costs.

Report Title: Adjustments Affecting the Valuation of the Roll

Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration

Phone #: 874-5893 Dept. #: 111 Frequency or Date: Semi-Annual

Subject Code: Other - Assessment Data

Content: Summary data on secured and unsecured assessment roll increases and
decreases by section with department totals. The number of changes
or adjustments by section are itemized and totalled with comparison
to prior years.

Report Title: Assessment Appeals Board Unit Report of Appraisals Completed

Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration

Phone #: 874-5893 Dept. #: 111 Frequency or Date: Monthly

Subject Code: Workload Data/Assessment Appeals

Content: Tabulation of assessment appeals filings by use type with the
number of completed appraisals and percentage completion to date.

Report Title: Use Summary by Code (3-52-109)

Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration

Phone #: 874-5893 Dept. #: 111 Frequency or Date: Annual

Subject Code: Workload Data

Content: Listing of the number of accounts and land, fixture, structure,
personal property and exemption values with net totals by use type
of property.

Report Title: Survey of Assessed Value Growth

Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration

Phone #: 874-5893 Dept. #: 111 Frequency or Date: Semi-Annual

Subject Code: Other - Assessment Data

Content: Estimate of assessed value totals for the local roll for the next
fiscal year with a comparison of past estimates to actual
surrendered roll totals. This report is submitted to the State
Department of Finance.

Report Title: Statement of Assessment Roll Totals (SBE Form R-801)
Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration
Phone #: 874-5893 Dept. #: III Frequency or Date: Annual
Subject Code: Other - Assessment Data
Content: Listing of Secured and Unsecured Roll total valuations by land, improvements, tangible personal property, and exemption category with summary totals. This report is submitted to the State Board of Equalization.

Report Title: Statement of Assessment Roll Totals for Parcels with H.O. Exemp.
Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration
Phone #: 874-5893 Dept. #: III Frequency or Date: Annual
Subject Code: Other - Assessment Data
Content: Supplemental listing of Secured and Unsecured Roll total valuations for single family residences and other properties receiving the Homeowners Exemption. This report is submitted to the State Board of Equalization (SBE Form R-801A).

Report Title: Statement of Secured Real Property Assessment Roll Totals
Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration
Phone #: 874-5893 Dept. #: III Frequency or Date: Annual
Subject Code: Other - Assessment Data
Content: Supplemental listing of Secured Real Property totals by reason of assessment: that is, change of ownership, new construction, change of ownership with new construction, 2% indexing, decline in value, or not subject to Article XIII A. This report is submitted to the State Board of Equalization (SBE Form R-801B).

Report Title: Annual Statistical Report on Exemptions (SBE Form R-802)
Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration
Phone #: 874-5893 Dept. #: III Frequency or Date: Annual
Subject Code: Other - Assessment Data
Content: Listing of the number of accounts and assessment totals by type of exemption on the Secured and Unsecured Rolls with summary totals. This report is submitted to the State Board of Equalization.

Report Title: Summary of Reappraisable Transfers by Month
Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration
Phone #: 874-5893 Dept. #: III Frequency or Date: 5-6 times a year
Subject Code: Workload Data
Content: Listing of reappraisable deeds, parcels involved, number of sales, and number of transfers by major use types with cumulative totals. This is a SUPER-WYLBUR report.

Report Title: Building Permits - Statistical Report the (Year) Roll
Contact Person/Title: C. Denis Ryken, Chief, Assessment Administration
Phone #: 874-5893 Dept. #: 111 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Listing of the number of permits, parcels involved, and permit amount totals by major use type with further breakdown denoting whether the permit occurred before or after a reappraisable transfer.

Report Title: Assessor's Current Property System
Contact Person/Title: Don Kroger, Assessor
Phone #: 874-5202 Dept. #: 111 Frequency or Date: Ongoing
Subject Code: Other
Content: Identifies and tracks all secured and unsecured real and personal property within the County. Annually produces secured and unsecured assessor's roll.

DATA PROCESSING

Report Title: CORPUS - Active Criminal Index - 03
Contact Person/Title: Dan George
Phone #: 8-82-6602 Dept. #: 112 Frequency or Date: Daily
Subject Code: Case Data
Content: Alphabetical listing of all cases on CORPUS files; contains name, docket number, CEN, charges, first court date, next court date, department, reason on calendar, court time, attorney, first three charges and future court dates.

Report Title: One-Time CORPUS Reports
Contact Person/Title: Dan George
Phone #: 8-82-6602 Dept. #: 112 Frequency or Date: Upon Request
Subject Code: Program Data
Content: Special reports compiled upon request/approval of any on-line data within CORPUS system. Statistics compiled as requested.

Report Title: CORPUS - Docket Number Index of Late Filings - 04
Contact Person/Title: Dan George
Phone #: 8-82-6602 Dept. #: 112 Frequency or Date: Daily
Subject Code: Case Data
Content: List by department and docket number of all cases with a court date not included in latest run. Contains name, docket number, department, court time, reason on calendar, CEN, attorney, first three charges, count of additional charges and all future court dates.

Report Title: CORPUS - Docket Number Index of all Criminal Cases for Dept. - 05
Contact Person/Title: Dan George
Phone #: 8-82-6602 Dept. #: 112 Frequency or Date: Daily
Subject Code: Case Data
Content: List by department and docket number of all cases with a court date equal to the next court date (next workday).

Report Title: CORPUS - Names Index of all Criminal Cases for Dept. - 07
Contact Person/Title: Dan George
Phone #: 8-82-6602 Dept. #: 112 Frequency or Date: Daily
Subject Code: Case Data
Content: Alphabetical list of all cases in all departments set for the next court date.

Report Title: CORPUS - Previous Court Date Calendar - 12
Contact Person/Title: Dan George
Phone #: 8-82-6602 Dept. #: 112 Frequency or Date: Daily
Subject Code: Case Data
Content: Alphabetical list of defendants that appeared in court department, list is by department listing name, docket number, CEN, attorney, proceedings, time, results, and dispositions and all future court dates. Un-updated cases indicate "NOT UPDATED".

Report Title: CORPUS - Daily Criminal Calendar and Supplement - 13
Contact Person/Title: Dan George
Phone #: 8-82-6602 Dept. #: 112 Frequency or Date: Daily
Subject Code: Case Data
Content: Alphabetical list of defendants appearing in each department for next court date. Contains name, docket number, CEN, attorney, reason on calendar, court time and all future court dates. There is also a daily SUPPLEMENTAL calendar.

Report Title: CORPUS - Superior Court Calendar - 14
Contact Person/Title: Dan George
Phone #: 8-82-6602 Dept. #: 112 Frequency or Date: Daily
Subject Code: Case Data
Content: Similar to Report #13.

Report Title: CORPUS - Status of Criminal Calendar - 16
Contact Person/Title: Dan George
Phone #: 8-82-6602 Dept. #: 112 Frequency or Date: Daily
Subject Code: Case Data
Content: List of all cases with a court date equal to runderdate or in the future. List is by department, then court date, then reason on calendar, then docket number. Contains docket number, name, first charge, court time, reason on calendar, and attorney.

Report Title: CORPUS - Inactive Criminal Index - 00
Contact Person/Title: Dan George
Phone #: 8-82-6602 Dept. #: 112 Frequency or Date: Monthly
Subject Code: Case Data
Content: Lists all events on the file that do not have a future court date by court. Prints name, CEN, PFN, docket number, first and last court date and department, and the complete Charge Disposition Record.

Report Title: CORPUS - Count of Criminal Cases Filed & Set for Trial - 09
Contact Person/Title: Dan George
Phone #: 8-82-6602 Dept. #: 112 Frequency or Date: Monthly
Subject Code: Case Data
Content: A monthly summary of cases filed. Sorted by court, court department, and by type of offense.

Report Title: CORPUS - Summary of Future Hearings - 17
Contact Person/Title: Dan George
Phone #: 8-82-6602 Dept. #: 112 Frequency or Date: Monthly
Subject Code: Case Data
Content: A summary of the types of hearings scheduled in each court department for the forthcoming month.

Report Title: CORPUS Annual Report
Contact Person/Title: Dan George
Phone #: 8-82-6602 Dept. #: 112 Frequency or Date: Annual
Subject Code: Program Data
Content: Summary of agencies with access to CORPUS, security inspections, challenges and corrections to data, volumes of court ordered sealings, security investigations, changes to regulations, system change activities, ad hoc reports produced, training, and requests for visits or information.

Report Title: DPD Personnel Booklet
Contact Person/Title: Newton, Administrative Services Officer
Phone #: 874-6336 Dept. #: 112 Frequency or Date: 4/80
Subject Code: Department/Office Policies and Procedures
Content: Departmental personnel administration policies and procedures, including: performance evaluations, deep range salary system, employee problems, sick leave control, and time and leave reporting.

Report Title: DPD Employee Orientation Booklet
Contact Person/Title: Schmidlin, Administrative Services Assistant
Phone #: 874-6336 Dept. #: 112 Frequency or Date: Annual
Subject Code: Office/ Department Policies and Procedures
Content: Overview of personnel system and employee benefits for new employees.

Report Title: DPD Administrative Guide
Contact Person/Title: Baiad, Administrative Services Assistant
Phone #: 874-7363 Dept. #: 112 Frequency or Date: 5/81
Subject Code: Department/Office Policies and Procedures
Content: Guide to procedures and contact persons for major administrative transactions as well as special administrative policies unique to department.

Report Title: DPD Standards Manual
Contact Person/Title: Duncan, Deputy Director
Phone #: 874-6336 Dept. #: 112 Frequency or Date: 10/80
Subject Code: Department/Office Policies and Procedures
Content: Standards, guidelines, policies, and procedures for project management, systems analysis and design, programming, and computer operations.

Report Title: DPD Emergency Procedures
Contact Person/Title: Borden, Systems Analyst
Phone #: 874-7951 Dept. #: 112 Frequency or Date: 10/82
Subject Code: Department/Office Policies and Procedures
Content: Emergency procedures for natural and man-made disasters as well as contingency planning guidelines for operation of data processing functions.

Report Title: DPD Programmers Guide
Contact Person/Title: Yee, Systems Analyst
Phone #: 874-7951 Dept. #: 112 Frequency or Date: 4/82
Subject Code: Program Standards
Content: Technical guides, suggestions, and examples to assist programmers in their ongoing work.

Report Title: DPD Monthly Performance Guide
Contact Person/Title: Shaughnessy, Assistant Director
Phone #: 874-6336 Dept. #: 112 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Workload trend indicators for certain major data processing activities.

Report Title: DPD Financial Statement
Contact Person/Title: Baiad, Administrative Services Assistant
Phone #: 874-7363 Dept. #: 112 Frequency or Date: Quarterly
Subject Code: Financial Analysis
Content: Analysis of DPD expenditures and revenues and revenue recovered by cost centers.

Report Title: Project Development Report
Contact Person/Title: Duncan, Deputy Director
Phone #: 874-7363 Dept. #: 112 Frequency or Date: Monthly
Subject Code: Budget Report
Content: Year to date expenditures in central account 199 for data processing project development activities.

Report Title: Private Sector Salary Survey
Contact Person/Title: Newton, Administrative Services Officer
Phone #: 874-6336 Dept. #: 112 Frequency or Date: Annual
Subject Code: Personnel Study
Content: Salary survey of Bay Area corporate data processing key positions.

TREASURER-TAX COLLECTOR

Report Title: Banking Services

Contact Person/Title: Treasurer-Tax Collector

Phone #: 874-6766 Dept. #: 114 Frequency or Date: 7/16/82

Subject Code: Revenue Enhancements

Content: Developed a request for proposals for a banking services bid to contract out services in lieu of non-interest bearing account.

Report Title: Tax Rates

Contact Person/Title: Robert Knox, Treasurer-Tax Collector

Phone #: 874-6548 Dept. #: 114 Frequency or Date: Annual

Subject Code: Other - Tax Rates

Content: Sets tax rates for secured and unsecured property. Processes special assessments for specific districts within the County; makes adjustments to the secured and unsecured roll and apportions collective taxes to various County funds.

Report Title: Tax Collection System

Contact Person/Title: Bob Knox, Treasurer-Tax Collector

Phone #: 874-6548 Dept. #: 114 Frequency or Date: Ongoing

Subject Code: Other

Content: Handles billing and tax collection for secured and unsecured property and of delinquent taxes.

RETIREMENT

Report Title: Annual Report of ACERA - To Members

Contact Person/Title: David L. Tobias, Retirement Administrator

Phone #: 874-6757 Dept. #: 115 Frequency or Date: Annual

Subject Code: Financial Statements

Content: Balance sheet, statistics and general information.

Report Title: ACERA Annual Report - State Controller

Contact Person/Title: David L. Tobias, Retirement Administrator

Phone #: 874-6757 Dept. #: 115 Frequency or Date: Annual

Subject Code: Financial Analysis

Content: Financial statement, actuarial data and general information.

Report Title: Annual Return/Report of Employee Benefit Plan - IRS
Contact Person/Title: David L. Tobias, Retirement Administrator
Phone #: 874-6757 Dept. #: 115 Frequency or Date: Annual
Subject Code: Annual Report - IRS
Content: Characteristics of the retirement plan.

Report Title: ACERA Investment Transactions
Contact Person/Title: David L. Tobias, Retirement Administrator
Phone #: 874-6757 Dept. #: 115 Frequency or Date: Monthly
Subject Code: Other - Investment Transactions
Content: Purchase and sales of securities.

Report Title: ACERA Statistics (Membership)
Contact Person/Title: David L. Tobias, Retirement Administrator
Phone #: 874-6757 Dept. #: 115 Frequency or Date: Monthly
Subject Code: Other - ACERA Membership Report
Content: Distribution of membership, i.e. retired, disability
(service-connected and non-service connected) survivors, deferred
and active.

Report Title: ACERA Expenditures
Contact Person/Title: David L. Tobias, Retirement Administrator
Phone #: 874-6757 Dept. #: 115 Frequency or Date: Monthly
Subject Code: Financial Analysis
Content: Line item charges against the Retirement Fund.

Report Title: ACERA Status of Disability Retirement Applications
Contact Person/Title: David L. Tobias, Retirement Administrator
Phone #: 874-6757 Dept. #: 115 Frequency or Date: Monthly
Subject Code: Other - Disability Retirement Applications
Content: Lists status of disability retirement applications: filed,
pending, referred to medical advisor, continued, or scheduled for
hearing.

Report Title: Retirement Department Systems Analysis
Contact Person/Title: Phil Chang, Industrial Engineering Manager
Phone #: 8-86-230 Dept. #: 115 Frequency or Date: 1978-79
Subject Code: Productivity Improvements
Content: Proposed to increase the service and response times and at the same reduce clerical costs through applications of a mini computer system interfaced with the County's central data processing system.

Report Title: Retirement System
Contact Person/Title: Dave Tobias, Retirement Administrator
Phone #: 874-6757 Dept. #: 115 Frequency or Date: Ongoing
Subject Code: Other - Retirement Data
Content: Maintains balances of employee and County contributions to retirement for interest and actuarial purposes and writes monthly warrants for retired employees.

GSA - PURCHASING

Report Title: Minority Business Enterprise Report
Contact Person/Title: Gary Holm, Acting Purchasing Agent
Phone #: 8-86-250 Dept. #: 117 Frequency or Date: Monthly
Subject Code: Program Evaluation
Content: Dollars spent monthly with minority business firms by purchasing contracts.

Report Title: Economic Ordering Quantities (EOQ)
Contact Person/Title: Gary Holm, Acting Purchasing Agent/Phil Chang, Ind.Eng.
Phone #: 8-86-250 Dept. #: 117 Frequency or Date: Ongoing
Subject Code: Other - Inventory Control
Content: Methodology for an inventory control system that recognizes total cost of ordering, holding and back ordering supplies to optimize the best use of cash.

Report Title: Summary of Monthly County Stores Issues
Contact Person/Title: Gary Holm, Purchasing Agent
Phone #: 8-86-251 Dept. #: 117 Frequency or Date: Monthly
Subject Code: Program Data
Content: Report of all stores requisitions filled each month, with type of item, quantity and unit extended prices summarized by budget unit and chargeable account.

GSA - REPROGRAPHICS

Report Title: Reprographic Systems Analysis

Contact Person/Title: Phil Chang, Industrial Engineering Manager

Phone #: 8-86-230 Dept. #: 118 Frequency or Date: 1978

Subject Code: Productivity Improvements

Content: Increased the Reprographics Division's cost competitiveness and service level in comparison with outside vendors through application of work standards and production control.

Report Title: Operator Productivity Analysis-Reprographics

Contact Person/Title: Phil Chang, Industrial Engineering Manager

Phone #: 8-86-230 Dept. #: 118 Frequency or Date: 1978

Subject Code: Productivity Improvements

Content: Determine the feasibility of one person operating two machines simultaneously through the use of man-machine charts.

Report Title: Microfilm Systems Analysis

Contact Person/Title: Phil Chang, Industrial Engineering Manager

Phone #: 8-86-230 Dept. #: 118 Frequency or Date: 1/82

Subject Code: Productivity Improvements

Content: Increased the Microfilm Section's cost competitiveness and service level in comparison with outside vendors through identification of workload, production standards, and training.

GSA - STORES

Report Title: Purchasing Inventory Control

Contact Person/Title: Phil Chang, Industrial Engineering Manager

Phone #: 8-86-230 Dept. #: 119 Frequency or Date: 1980-82

Subject Code: Productivity Improvements

Content: Set up a semi-automated system to determine the Economic Order Quantity and minimum balance using actual total costs, and to automatically generate requisitions.

AUDITOR-CONTROLLER - CENTRAL COLLECTIONS

Report Title: Quarterly Productivity Report

Contact Person/Title: Carl Gogna, Chief, Central Collections

Phone #: 874-5022 Dept. #: 120 Frequency or Date: Quarterly

Subject Code: Workload Measurements

Content: Includes workload statistics on number of active accounts being processed, accounts receivable balances, number and amount of new referrals, revenue collections and charge-off information. This report is sent to the CAO quarterly and also documents any trends or major accomplishment that the department sees. Required by CAO.

Report Title: Collection Procedures Manual

Contact Person/Title: Carl Gogna, Chief, Central Collections

Phone #: 874-5022 Dept. #: 120 Frequency or Date: 1978

Subject Code: Department Policies and Procedures

Content: An internal manual designed to provide a comprehensive guide of system in all units, and serves as a reference source for department policies and procedures.

Report Title: Summary of Referrals and Collections - Summary of Court Prob.

Contact Person/Title: Stan Velasco, Accountant

Phone #: 874-5165 Dept. #: 120 Frequency or Date: Quarterly

Subject Code: Program Monitoring

Content: Summary of the number of referrals, amount of referrals and amount of collections for summary court probation cases referred from the courts, indicating monthly averages and broken-down by court. This is used for departmental monitoring.

Report Title: Status of Claims Against Households - Food Stamps (CA 209)

Contact Person/Title: Stan Velasco, Accountant

Phone #: 874-5165 Dept. #: 120 Frequency or Date: Monthly

Subject Code: Financial Statements

Content: Activity summary of food stamps claims indicating beginning balance, new claims, collections and ending balance, categorized into fraud and non-fraud. Report is compiled as required by the State Department of Social Services.

Report Title: Costs Allocation Report

Contact Person/Title: Stan Velasco, Accountant

Phone #: 874-5165 Dept. #: 120 Frequency or Date: Quarterly

Subject Code: Fee Schedule

Content: Summary of Central Collections' total costs as allocated to service departments. Report is used to charge back department for Central Collections Services - Account No. 3451.

Report Title: Central Collections Case Accounting

Contact Person/Title: Carl Gogna, Chief, Central Collections

Phone #: 874-5022 Dept. #: 120 Frequency or Date: Ongoing

Subject Code: Cost Data

Content: Tracks all charges referred for collection from time of referral to final disposition of case. Includes summaries of outstanding charge payments received, aged balances, activity by collection officer, special reports for referring departments; produces monthly data mailers for outstanding cases, summarizes prior months activity and balance due for each charge.

PERSONNEL

Report Title: Personnel Item Number Table and Salary Survey
Contact Person/Title: Ken Bartell, Personnel Department
Phone #: 874-6848 Dept. #: 131 Frequency or Date: Ongoing
Subject Code: Personnel Data
Content: Maintains data regarding all approved item numbers and applicable salaries, comparable salary and employee benefit data from other governmental jurisdictions and interfaces with CAO budget, position control and payroll systems.

Report Title: Salary and Employee Benefits - Form 104-10A
Contact Person/Title: Bob Sheldon, Personnel Department
Phone #: 874-7721 Dept. #: 131 Frequency or Date: Ongoing
Subject Code: Budget Data
Content: Tracks the budgeting process for personnel positions and pay units by budget unit. Includes data on salaries and benefit costs and anticipated salary savings.

GSA - MOTOR VEHICLES

Report Title: Motor Vehicle Replacement Program
Contact Person/Title: Phil Chang, Industrial Engineering Manager
Phone #: 8-86-230 Dept. #: 140 Frequency or Date: Annual-January
Subject Code: Productivity Improvements
Content: Cost benefit analysis of buying used cars or new cars. Cost benefit analysis to determine the criteria for when it is economical to assign a car. Queuing analysis to determine the appropriate pool size for a given service level. Cost benefit analysis to determine when a vehicle should be replaced.

GSA - BMD

Report Title: Space Allocation Record of Alameda County Buildings & Facilities
Contact Person/Title: Joe Delaney, Architect, GSA
Phone #: 8-86-235 Dept. #: 141 Frequency or Date: Quarterly
Subject Code: Space Utilization/Allocation
Content: Areas in square feet of County-occupied buildings. The data is presented by building, by floor and by department. The report is used primarily by the GSA Accounting Division in computing and space rental charges.

Report Title: Janitorial Staffing
Contact Person/Title: Phil Chang, Industrial Engineering Manager
Phone #: 8-86-230 Dept. #: 141 Frequency or Date: 1979-80
Subject Code: Staffing Study
Content: Determined the staffing level of the Janitorial Services Department through the analysis of work methods and work measurement.

Report Title: Day Janitor Service

Contact Person/Title: Phil Chang, Industrial Engineering Manager

Phone #: 8-86-230 Dept. #: 141 Frequency or Date: 1982

Subject Code: Productivity Improvements

Content: Cost benefit analysis of changing from performing janitorial services at night to days.

Report Title: Automation of County Courthouse Elevators

Contact Person/Title: Phil Chang, Industrial Engineering Manager

Phone #: 8-86-230 Dept. #: 141 Frequency or Date: 1980-81

Subject Code: Productivity Improvements

Content: Cost benefit analysis to determine the most effective means of maximizing the elevator service in the County Courthouse.

PUBLIC WORKS

Report Title: Proposal to Modify Alameda County's Permit Procedures

Contact Person/Title: James Dowd, Permit Center Manager

Phone #: 881-6695 Dept. #: 145 Frequency or Date: June 1982

Subject Code: Program Plan

Content: Outlines alternative methods of meeting the mandate of AB 941 and recommends an approach for Alameda County.

Report Title: Management Training Needs Assessment

Contact Person/Title: Harry Hecht, Assistant Director of Public Works

Phone #: 881-6416 Dept. #: 145 Frequency or Date: February 1982

Subject Code: Training Study

Content: Report of survey to identify past training received and types of training needed by management in the Public Works Agency.
Recommends an approach to implementing a Management Training Program agencywide.

GSA - ADMINISTRATION

Report Title: GSA Orientation Program & Handbooks for Managers and Employees

Contact Person/Title: Karen Souza, Administrative Services Assistant

Phone #: 8-86-219 Dept. #: 148 Frequency or Date: Annual Update

Subject Code: Department/Office Policies and Procedures

Content: Information concerning the County, the General Services Agency and its departments, employee benefits and conditions of employment, and GSA policies and procedures for productive employment.

Report Title: GSA Personnel Manual

Contact Person/Title: Nancy Humphries, Departmental Personnel Officer

Phone #: 8-86-221 Dept. #: 148 Frequency or Date: Annual Update

Subject Code: Department/Office Policies and Procedures

Content: A manager's guide for personnel administration based upon the County's and the General Services Agency's policies and procedures.

Report Title: Sexual Harassment Training Project

Contact Person/Title: Karen Souza, Administrative Services Assistant

Phone #: 8-86-219 Dept. #: 148 Frequency or Date: Annual

Subject Code: Program Report

Content: A program developed to increase employees' awareness of what sexual harassment is, and its potential liabilities upon the employer and the individual employees.

Report Title: Alternative Financing Financial Analysis Report

Contact Person/Title: Darlene Smith, Senior Administrative Services Officer

Phone #: 8-86-0 Dept. #: 148 Frequency or Date: September 1982

Subject Code: Financial Analysis

Content: Determination of overall economic feasibility of alternative financing scenarios of the County; and a financial analysis of alternatives for funding a proposed system.

Report Title: Motor Pool Vehicle Cost Accounting

Contact Person/Title: David Frye

Phone #: 8-86-227 Dept. #: 148 Frequency or Date: Ongoing

Subject Code: Cost Data

Content: Tracks usage of County vehicles and calculates costs of rental, fuel and oil, repairs and materials summarized by budget unit and vehicle.

REGISTRAR OF VOTERS

Report Title: Precinct Maps

Contact Person/Title: James A. Riggs, Registrar of Voters

Phone #: 874-6457 Dept. #: 155 Frequency or Date: As needed

Subject Code: Other - Maps

Content: a) Current, past if available - 1":1,000' scale; b) Base Map - 1":1,000' scale, street & city lines only; c) Census Tract Line - 1":1,000 scale; and d) Census Tract Outline - 1":4,000' scale, all county one sheet. Cost: \$1.00 per sheet.

Report Title: Index to the Register of Voters

Contact Person/Title: James A. Riggs, Registrar of Voters

Phone #: 874-6457 Dept. #: 155 Frequency or Date: As needed

Subject Code: Other - Voter Index

Content: Lists voters by address within a precinct, party & phone (optional) also listed. Maximum 100 names per page. Cost: \$.50 per 1,000 names.

Report Title: Canvass

Contact Person/Title: James A. Riggs, Registrar of Voters

Phone #: 874-6457 Dept. #: 155 Frequency or Date: As needed

Subject Code: Other - Election Results

Content: Results by precinct for an election. Cost: \$.10 per page.

Report Title: Precinct Guide

Contact Person/Title: James A. Riggs, Registrar of Voters

Phone #: 874-6457 Dept. #: 155 Frequency or Date: As needed

Subject Code: Other - Precinct Guide

Content: Lists all streets and the address ranges within a precinct, all political districts for that particular street address showing census tract and zip code. Precinct guide can be produced for any district. Cost: Varies, three-month lease.

Report Title: Party Count

Contact Person/Title: James A. Riggs, Registrar of Voters

Phone #: 874-6457 Dept. #: 155 Frequency or Date: As needed

Subject Code: Other - Party Count

Content: Party count/type listing - shows consolidated and absent voting precincts for an election. Cost: \$.10 per page.

Report Title: Roster-Index

Contact Person/Title: James A. Riggs, Registrar of Voters

Phone #: 874-6457 Dept. #: 155 Frequency or Date: As needed

Subject Code: Other - Voter Index

Content: Lists all registered voters within a precinct. Shows by voter's signature who voted on election day. Will not list who voted by absentee ballot. Seventeen (17) names per page. Cost: \$.10 per page.

Report Title: Street/Census Tract

Contact Person/Title: James A. Riggs, Registrar of Voters

Phone #: 874-6457 Dept. #: 155 Frequency or Date: As needed

Subject Code: Other - Street Listing

Content: Listing of streets (by alpha order) number range and census tract.
Shows city for each segment. Cost: \$20.00 for complete County
list.

CAO - RISK MANAGEMENT

Report Title: Risk Management Annual Report

Contact Person/Title: Judy Adams, Risk Manager

Phone #: 8-82-5977 Dept. #: 173 Frequency or Date: Annual-March

Subject Code: Financial Analysis

Content: Summarizes losses countywide and by department for property damage
(fires), general liability and medical malpractice. Identifies
costs of group health and dental programs. Reports
accomplishments, goals and major risks.

Report Title: Loss Reports

Contact Person/Title: Judy Adams, Risk Manager

Phone #: 874-5977 Dept. #: 173 Frequency or Date: Quarterly

Subject Code: Risk Assessment

Content: Loss listing of claims, property damage, etc. Each claim is
itemized by department number. Report is issued to help department
prevent future losses.

Report Title: Risk Management Annual Report

Contact Person/Title: Judy Adams, Risk Manager

Phone #: 874-5977 Dept. #: 173 Frequency or Date: Annual

Subject Code: Annual Report

Content: Summarizes claims against county, property losses such as fires,
and cost of providing group health and dental accomplishments and
goals are outlined. Overall fiscal status is included.

Report Title: Quarterly Claims List

Contact Person/Title: Judy Adams, Risk Manager

Phone #: 874-5977 Dept. #: 173 Frequency or Date: Quarterly

Subject Code: Financial Report

Content: Actual list of claims against county sorted by department.

Report Title: Monthly Claims Data & Summary

Contact Person/Title: Judy Adams, Risk Manager

Phone #: 874-5977 Dept. #: 173 Frequency or Date: Monthly

Subject Code: Risk Assessment

Content: List of claims, property damage, etc. sorted and summarized by department.

Report Title: Consultants Report - Group Health

Contact Person/Title: Judy Adams, Risk Manager

Phone #: 874-5977 Dept. #: 174 Frequency or Date: 3/23/83

Subject Code: Financial Analysis

Content: Examines alternatives to redesigning county health plans to save county costs.

SUPERIOR COURT

Report Title: Juror Utilization Report

Contact Person/Title: Stanley R. Collis, Executive Officer

Phone #: 6184 Dept. #: 200 Frequency or Date: Quarterly

Subject Code: Program Evaluation

Content: Use of jurors by court, time of release, cost.

Report Title: Weekly Calendar Control (Civil)

Contact Person/Title: Stanley R. Collis, Executive Officer

Phone #: 6184 Dept. #: 200 Frequency or Date: Weekly

Subject Code: Program Monitoring

Content: Number of trials noticed, TSC's held, case set, memo date, arbitrations, number of cases on calendar, number of appearances, number settled, number off calendar, number assigned for trial, number continued for lack of courts.

Report Title: Calendar Report (Civil & Criminal)

Contact Person/Title: Stanley R. Collis, Executive Officer

Phone #: 6184 Dept. #: 200 Frequency or Date: Monthly

Subject Code: Program Administration

Content: Civil jury cases held (age), civil cases at issue, number of cases filed, settlement held.

Report Title: Monthly Workload Statistics

Contact Person/Title: Fran Jurcsio, Administrative Officer

Phone #: 874-7147 Dept. #: 202 Frequency or Date: Monthly

Subject Code: Workload Measurement/Data

Content: Reports provide a monthly overview of activity within each unit of the operating department and monitor real against anticipated workload. They also provide a diary of changes in workload priorities throughout the year.

Report Title: CORPUS Annual Report

Contact Person/Title: George, Section Manager

Phone #: 874-6602 Dept. #: 203 Frequency or Date: Annual

Subject Code: Annual Report

Content: Report of calendar year CORPUS programs and activities to Alameda County Committee on Criminal Justice and Data Processing.

PUBLIC DEFENDER

Report Title: Annual Report of the Public Defender

Contact Person/Title: C. Denis Ryken, Administrative Services Officer

Phone #: 874-7931 Dept. #: 207 Frequency or Date: Annual

Subject Code: Workload Measurement

Content: Summary of caseload by category for the calendar year and impact upon the department.

Report Title: State Mandated Cost Detail/AB 90 (Juvenile Representation)

Contact Person/Title: C. Denis Ryken, Administrative Services Officer

Phone #: 874-7931 Dept. #: 207 Frequency or Date: Annual (October)

Subject Code: Reimbursement Claim

Content: Listing of direct salaries, benefits, services and supply charges for juvenile representation with appropriate revenue offsets. Report summarizes reimbursable costs by category and total amount of claim.

Report Title: State Mandated Cost Detail/AB 938 (Capital Cases Defense)

Contact Person/Title: C. Denis Ryken, Administrative Services Officer

Phone #: 874-7931 Dept. #: 207 Frequency or Date: Annual (October)

Subject Code: Reimbursement Claim

Content: Listing of investigation hours and cost, witness and expert expenses, and costs of transcripts and documents required for proper representation of indigent clients in capital cases. Costs and the number of cases involved are totalled. An estimate is made of the number of cases for the following year.

Report Title: State Mandated Cost Detail/AB 1417 (Probate Conservatorship)
Contact Person/Title: C. Denis Ryken, Administrative Services Officer
Phone #: 874-7931 Dept. #: 207 Frequency or Date: Annual (October)
Subject Code: Reimbursement Claim
Content: Listing of direct salaries, benefits, services and supply charges for representation in Guardianship and Conservatorship hearings. Costs and the number of cases involved are totalled. An estimate is made of costs and the number of cases for the following fiscal year.

Report Title: State Mandated Cost Detail/AB 1421 (Developmentally Disabled Cases)
Contact Person/Title: C. Denis Ryken, Administrative Services Officer
Phone #: 874-7931 Dept. #: 207 Frequency or Date: Annual (November)
Subject Code: Reimbursement Claim
Content: Report detailing the direct salary costs and number of cases involved for the year.

Report Title: State Mandated Cost Detail/AB 2898 (Developmentally Disabled Adults)
Contact Person/Title: C. Denis Ryken, Administrative Services Officer
Phone #: 874-7931 Dept. #: 207 Frequency or Date: Annual (November)
Subject Code: Reimbursement Claim
Content: Listing of attorney's hours and direct salary costs involved in representing developmentally disabled adults in conservatorship matters. Report summarizes the costs and the number of cases handled.

Report Title: State Mandated Cost Detail/SB 42 (Determinate Sentencing)
Contact Person/Title: C. Denis Ryken, Administrative Services Officer
Phone #: 874-7931 Dept. #: 207 Frequency or Date: Annual (October)
Subject Code: Reimbursement Claim
Content: Listing of the number of felony cases and attorneys' and investigators' time involved in complying with the mandate. Hourly rates are applied and costs totalled.

Report Title: Case Management Automation
Contact Person/Title: Denis Ryken, Administrative Services Officer
Phone #: 874-7931 Dept. #: 207 Frequency or Date: Ongoing
Subject Code: Workload Data/Operational Improvements
Content: Further automate PD case data to better streamline and organize the storage and retrieval of case information.

Report Title: Time Management Analysis

Contact Person/Title: Denis Ryken, Administrative Services Officer

Phone #: 874-7931 Dept. #: 207 Frequency or Date: One-time (incomplete)

Subject Code: Staffing Study

Content: Analyze each clerical position to determine a realistic time for completing assigned tasks. Reassign work as necessary.

Report Title: Coordination

Contact Person/Title: Dean Beaupre

Phone #: 874-6346 Dept. #: 207 Frequency or Date: Ongoing

Subject Code: Operational Improvements/Planning

Content: Coordinate with Courts, D.A., Sheriff, and PD to minimize attorney down-time.

Report Title: Specialized Trial Team

Contact Person/Title: James Jenner, Public Defender

Phone #: 874-6346 Dept. #: 207 Frequency or Date: Ongoing

Subject Code: Program Administration

Content: Develop a specialized trial team to improve efficiency.

Report Title: Proposition 8 Task Force

Contact Person/Title: James Jenner, Public Defender

Phone #: 874-6346 Dept. #: 207 Frequency or Date: Ongoing

Subject Code: Program Administration

Content: Develop a specialized Proposition 8 task force to minimize the cost associated with the impact of this new law.

Report Title: Minimize Re-Subpoenas

Contact Person/Title: Tom Rauch

Phone #: 874-5751 Dept. #: 207 Frequency or Date: Ongoing

Subject Code: Operational Improvements

Content: Better coordination of subpoenas to minimize re-subpoenas. This will result in less aggravation for witnesses and improve the likelihood of their being in court when they are needed. Will also save investigators' time if they do not have to re-subpoena witnesses several times.

Report Title: Job Sharing
Contact Person/Title: Tom Rauch
Phone #: 874-5751 Dept. #: 207 Frequency or Date: Ongoing
Subject Code: Operational Improvements
Content: This can offer more flexibility in making assignments. Our experience has shown that employees tend to put in more than their required hours.

Report Title: Redesign Public Defender
Contact Person/Title: Dean Beaupre
Phone #: 874-6346 Dept. #: 207 Frequency or Date: Ongoing
Subject Code: Operational Improvements/Planning
Content: Redesign Public Defender file to accommodate computer generation of sections of the file.

ALAMEDA MUNICIPAL COURT

Report Title: Judicial Council Report - Civil & Small Claims
Contact Person/Title: Dick Benas, Clerk/Administrator
Phone #: 874-5613 Dept. #: 210 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Cases filed, how many contested and uncontested cases, how many jury trials, how many dismissed for month. All activity that happened in Civil and Small Claims Division of court.

Report Title: California Courts Directory and Fee Schedule
Contact Person/Title: Dick Benas, Clerk/Administrator
Phone #: 874-5613 Dept. #: 210 Frequency or Date: Annual
Subject Code: Fee Schedule
Content:

Report Title: Civil and Small Claims Manuals
Contact Person/Title: Dick Benas, Clerk/Administrator
Phone #: 874-5613 Dept. #: 210 Frequency or Date: Every 2-3 years
Subject Code: Department/Office Policies and Procedures
Content: Contains procedures to follow when filing civil cases or small claims cases and copies of various forms to be used.

BERKELEY MUNICIPAL COURT

Report Title: Bail Schedule

Contact Person/Title: Charles E. McCain, Clerk-Administrator

Phone #: 644-6975 Dept. #: 211 Frequency or Date: Annual

Subject Code: Other - Bail Schedule

Content: Yearly updated bail schedule for traffic, misdemeanor and felony violations.

Report Title: Fee Schedule

Contact Person/Title: Charles E. McCain, Clerk-Administrator

Phone #: 644-6975 Dept. #: 211 Frequency or Date: Annual

Subject Code: Fee Schedule

Content: Yearly updated schedule of fees for various civil and small claims filings for various court levels.

Report Title: Work Progress Report

Contact Person/Title: Charles E. McCain, Clerk-Administrator

Phone #: 644-6975 Dept. #: 211 Frequency or Date: Monthly

Subject Code: Program Monitoring

Content: Management information as to currency of work by task, extent of backlog and time or resources needed to get current.

Report Title: Judicial Council Summary Report

Contact Person/Title: Charles E. McCain, Clerk-Administrator

Phone #: 644-6975 Dept. #: 211 Frequency or Date: Monthly

Subject Code: Workload Measurement

Content: Cases filed and disposed of by various categories of case and kinds of disposition. Also includes other case processing counts such as jury trials and special hearings. Covers civil, criminal (including traffic) and small claims.

Report Title: Judicial Council Condition of Calendar Report

Contact Person/Title: Charles E. McCain, Clerk-Administrator

Phone #: 644-6975 Dept. #: 211 Frequency or Date: Monthly

Subject Code: Workload Measurement

Content: Number of cases tried and set for trial by type of case and time frame.

Report Title: Judicial Council Report of Assistance
Contact Person/Title: Charles E. McCain, Clerk-Administrator
Phone #: 644-6975 Dept. #: 211 Frequency or Date: Monthly
Subject Code: Workload Measurement
Content: Assistance received and rendered.

Report Title: Handbook for Municipal Court Personnel
Contact Person/Title: Charles E. McCain, Clerk-Administrator
Phone #: 644-6975 Dept. #: 211 Frequency or Date: January 1981 (Rev.)
Subject Code: Department/Office Policies and Procedures
Content: Handbook for personnel covering benefits, office policies and organization.

Report Title: Local Rules of Court
Contact Person/Title: Charles E. McCain, Clerk-Administrator
Phone #: 644-6975 Dept. #: 211 Frequency or Date: January 1983 (Rev.)
Subject Code: Department/Office Policies and Procedures
Content: Local rules which supplement those rules prescribed for all courts by the California Rules of Court.

Report Title: Report of Arbitration Proceedings
Contact Person/Title: Charles E. McCain, Clerk-Administrator
Phone #: 644-6975 Dept. #: 211 Frequency or Date: Monthly
Subject Code: Program Monitoring
Content: Internal report showing number cases sent to arbitration by stipulation, election or court order, number of pending arbitration cases, cases removed and requests for trial de novo. (Superior Court completes a more detailed report including our cases which is reported to the Judicial Council.)

Report Title: Jury Statistics Report
Contact Person/Title: Charles E. McCain, Clerk-Administrator
Phone #: 644-6975 Dept. #: 211 Frequency or Date: Daily
Subject Code: Program Monitoring
Content: Collection of varied data relating to juror and panel usage including panels excused, jurors excused, excess jurors, etc.

FREMONT MUNICIPAL COURT

Report Title: Municipal Court Summary Report (Judicial Council)
Contact Person/Title: George S. Hagan, Clerk-Administrator
Phone #: 791-4692 Dept. #: 212 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Number of defendants accused, number of defendants disposed, and total disposition. Other data includes civil and small claims filing and dispositions, juries sworn, diversions, and probation hearings.

Report Title: Arbitration Proceedings
Contact Person/Title: George S. Hagan, Clerk-Administrator
Phone #: 791-4692 Dept. #: 212 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Cases placed on arbitration hearing list, arbitrators assigned, cases removed, and trial de novo requests.

Report Title: Workload Status Report
Contact Person/Title: George S. Hagan, Clerk-Administrator
Phone #: 791-4692 Dept. #: 212 Frequency or Date: Monthly
Subject Code: Workload Measurement
Content: Management workload monitoring devise notes work accomplished, backlog and problem areas. Completed by supervisors of each division within Clerk's office.

LIVERMORE MUNICIPAL COURT

Report Title: Judicial Council Report
Contact Person/Title: George E. Meese, Clerk/Administrator
Phone #: 8-85-269 Dept. #: 213 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Number of filings by specific category.

SAN LEANDRO-HAYWARD MUNICIPAL COURT

Report Title: San Leandro-Hayward Municipal Court Filings
Contact Person/Title: Wayne Low, Clerk-Administrator
Phone #: 8-81-6311 Dept. #: 216 Frequency or Date: Annual
Subject Code: Workload Data
Content: Number of filings by function (ie., felonies, traffic, small claims, etc.). Statistics related to clerical weighted caseload based on Judicial Council's criteria.

OFFICE OF COURT SERVICES

Report Title: Recovery of Legal Fees

Contact Person/Title: Hepperle/Director

Phone #: 882-6307 Dept. #: 218 Frequency or Date: 6/30/82

Subject Code: Program Evaluation/Revenue Enhancements

Content: Five-month report to the Board of Supervisors describing procedures by which public defender (or court appointed counsel) clients are referred, interviewed, & assessed a repayment fee and schedule in keeping with ability to pay. Summarizes number of clients referred, ordered to pay, amounts ordered and collected during this period. Projects yearly revenue.

Report Title: Monthly Summary for Recovery of Legal Fees Project

Contact Person/Title: FitzGibbon/Program Specialist

Phone #: 882-6307 Dept. #: 218 Frequency or Date: Weekly/Monthly

Subject Code: Program Monitoring/Revenue Enhancements

Content: Statistical summary of number of defendants referred, ordered to pay, number of cases represented, dollar amount ordered and collected, for each current period, and totals to date--includes average charge per defendant and per case, and rate of amount recovered to amount ordered.

Report Title: Handbook of Judicial Expense

Contact Person/Title: Hepperle/Director; FitzGibbon/Program Specialist

Phone #: 882-6307 Dept. #: 218 Frequency or Date: Ongoing

Subject Code: Workload Measurement

Content: This report will analyze court and judicial costs by function.

Report Title: Impact of AB 541/542 (Drinking Driver laws) on the Courts

Contact Person/Title: FitzGibbon/Program Specialist

Phone #: 882-6307 Dept. #: 218 Frequency or Date: Ongoing

Subject Code: Workload Measurement

Content: This study compares a sample of drinking driver cases in each of the six municipal courts in 1980, 1981 and 1982 on 22 variables. Variables include pre sentence and post sentence characteristics such as number of calendared appearances to reach sentence, percent of original not guilty pleas, percent of cases settled at arraignment, percent of cases where defendant returned to court.

Report Title: Judicial Coordinating Committee Status Report

Contact Person/Title: Hepperle/Director

Phone #: 882-6307 Dept. #: 218 Frequency or Date: Annual - March

Subject Code: Annual Report

Content: Summarizes activities of JCC (representatives of all county municipal court judges) for the previous twelve month period. Includes listing of all written reports prepared by OCS staff as well as decisions, resolutions, etc. of the JCC at monthly meetings.

Report Title: Jury Selection and Management Survey
Contact Person/Title: Hepperle/Director
Phone #: 882-6307 Dept. #: 218 Frequency or Date: March 1980
Subject Code: Operational Improvement
Content: This preliminary report to the JCC prepared by OCS summarizes and comments on areas where improvements in jury management might lead to cost savings or improved productivity.

Report Title: Use of Arbitration by Alameda County Municipal Courts
Contact Person/Title: Hepperle/Director
Phone #: 882-6307 Dept. #: 218 Frequency or Date: May 1981
Subject Code: Program Evaluation
Content: Summarize difficulties in comparing value of arbitration to judicial processing of civil cases; updates statistics on cases placed on and removed from arbitration list. Refers to additional studies on cost as well as impact on court congestion.

Report Title: Small Claims Legal Advisors Program
Contact Person/Title: Hepperle/Director
Phone #: 882-6307 Dept. #: 218 Frequency or Date: May 1982
Subject Code: Program Monitoring
Content: Statistical summary of project activities by month.

SHERIFF'S DEPARTMENT

Report Title: Explosive Ordinance Disposal Unit Statistical Report
Contact Person/Title: R.F. Souza, Chief, Criminal Division
Phone #: 874-5757 Dept. #: 221 Frequency or Date: Monthly
Subject Code: Program Report
Content: Summary of activities and personnel costs of the program.

Report Title: Claims for Reimbursement for Blood, Breath, & Urine Analysis
Contact Person/Title: R.F. Souza, Chief, Criminal Division
Phone #: 874-5757 Dept. #: 221 Frequency or Date: Monthly
Subject Code: Reimbursement Claim
Content: Monthly claim submitted to Office of Health Care Services Agency for reimbursement of excise fees collected pursuant to Section 1463.14 of Penal Code for activities of the criminalistics laboratory and contract services.

Report Title: Off-Road Motorcycle Enforcement Unit
Contact Person/Title: R.F. Souza, Chief, Criminal Division
Phone #: 874-5757 Dept. #: 222 Frequency or Date: Monthly
Subject Code: Program Report
Content: Operational costs and breakdown of citations, arrests, etc.

Report Title: Environmental Impact Reports, Planning Commission
Contact Person/Title: Captain Boyer
Phone #: 577-1030 Dept. #: 222 Frequency or Date: As necessary
Subject Code: Needs Assessment
Content: Impact that new housing developments, business parks will have if built on existing safety services provided by the Alameda County Sheriff's Department in the unincorporated area of Alameda County.

Report Title: Sheriff's Semi-Annual Report - Criminal Division
Contact Person/Title: Captain Boyer
Phone #: 577-1030 Dept. #: 222 Frequency or Date: January & July
Subject Code: Workload Data
Content: Semi-annual statistics covering work activity occurring in the unincorporated area of Alameda County, including but not limited to, type of crimes, amount, calls for service, arrests, complaints, reports taken, and miscellaneous services rendered.

Report Title: Uniform Crime Report (DOJ)
Contact Person/Title: Captain Boyer
Phone #: 577-1030 Dept. #: 222 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Monthly listing of all reportable crimes committed in the unincorporated area of Alameda County including murder, rape, robbery, burglary, assaults, theft, auto theft and arson.

Report Title: Monthly Citation and Arrest Register (DOJ)
Contact Person/Title: Captain Boyer
Phone #: 577-1030 Dept. #: 222 Frequency or Date: Monthly
Subject Code: Other-Criminal Identification
Content: Complete arrest information and description of individuals arrested or cited for criminal offenses committed in the unincorporated area of Alameda County.

Report Title: Fee Schedules

Contact Person/Title: Captain Boyer

Phone #: 577-1030 Dept. #: 222 Frequency or Date: Annual

Subject Code: Fee Inventory/Review

Content: Yearly review of current fees charged for services provided by the Alameda County Sheriff's Department, in reference to state laws and county ordinances which govern payment.

Report Title: PCB's Log - Santa Rita

Contact Person/Title: Chief Cain

Phone #: 828-5400 Dept. #: 236 Frequency or Date: Ongoing

Subject Code: Other - Incident Report

Content: List of incidents relating to PCB spills. Log is used to supply information to EPA regarding the disposition of PCB incidents.

Report Title: Santa Rita Daily Log

Contact Person/Title: Chief Cain

Phone #: 828-5400 Dept. #: 236 Frequency or Date: Daily

Subject Code: Workload Measurement

Content: Count of inmates at Santa Rita. Average daily inmate count over the year is used in compiling the daily jail rate, a fee charged to the State and other entities whose prisoners are housed at Santa Rita.

PROBATION DEPARTMENT

Report Title: Objective Tracking System

Contact Person/Title: Paul D. Green, Assistant Chief Probation Officer

Phone #: 874-6467 Dept. #: 240 Frequency or Date: Annual

Subject Code: Program Plan

Content: Fiscal year goals and objectives for each division with quarterly study reports required from each Division Director as to progress toward objectives.

Report Title: Fiscal Year Summary Projection

Contact Person/Title: Kay C. White, Senior Administrative Services Officer

Phone #: 874-5966 Dept. #: 240 Frequency or Date: Annual

Subject Code: Workload Data

Content: Report of number of cases processed in most recent 12-month period, current budgeted positions and average caseload per staff member for each field service and institution activity. Includes projection of future fiscal period caseloads based on most recent 24-months experience. Used by Directors to plan future budget personnel allocations.

Report Title: Division Organizational Chart

Contact Person/Title: Division Directors, c/o Kay White, Sr. ASO

Phone #: 874-5966 Dept. #: 240 Frequency or Date: Revised as necessary

Subject Code: Organizational Structure

Content: Organizational chart listing of staff by activity including name, position title, statistical number and telephone.

Report Title: Administrative Manual

Contact Person/Title: Kay C. White, Senior Administrative Services Officer

Phone #: 874-5966 Dept. #: 240 Frequency or Date: Revised as necessary

Subject Code: Department Policy

Content: Manual of department-wide policies and procedures as a reference and training guide for department personnel.

Report Title: Management Handbook

Contact Person/Title: Paul D. Green, Assistant Chief Probation Officer

Phone #: 874-6467 Dept. #: 240 Frequency or Date: Revised as necessary

Subject Code: Department/Office Policies and Procedures

Content: Guidelines, staff work expectations and procedures for processing paperwork. Sets forth the critical points for routing materials through channels for administrative approval. Intended to communicate suggestions to facilitate the decision making process.

Report Title: Privacy and Security Manual

Contact Person/Title: Kay C. White, Senior Administrative Services Officer

Phone #: 874-5966 Dept. #: 240 Frequency or Date: Revised as necessary

Subject Code: Department/Office Policies and Procedures

Content: Regulations and security procedures for juvenile and adult confidential information.

Report Title: Probation Personnel Office Procedures Manual

Contact Person/Title: Paula Broome, Personnel Officer

Phone #: 874-7071 Dept. #: 240 Frequency or Date: As Needed

Subject Code: Department/Office Policies and Procedures

Content: Payroll procedures, office policies and procedures, expenditure report and records information procedures, County seniority, service awards, work processing procedure.

Report Title: Employee Handbook

Contact Person/Title: Paula Broome, Personnel Officer

Phone #: 874-7071 Dept. #: 240 Frequency or Date: As Needed

Subject Code: Department/Office Policies and Procedures

Content: Affirmative action policy, job performance evaluations, promotion policy, building and equipment security, conduct, dress and personal appearance, etc.

Report Title: Supervisors' Handbook

Contact Person/Title: Paul D. Green, Assistant Chief Probation Officer

Phone #: 874-6467 Dept. #: 240 Frequency or Date: Revised as necessary

Subject Code: Department/Office Policies and Procedures

Content: Department philosophy, guidelines and staff work expectations for use of supervisory personnel.

Report Title: Accounting/Collections Manual

Contact Person/Title: Gail Schino, Administrative Services Assistant

Phone #: 874-5966 Dept. #: 240 Frequency or Date: Revised as necessary

Subject Code: Department/Office Policies and Procedures

Content: Policies and detailed accounting procedures for fines and restitutions collections, special fund maintenance and capital equipment inventory. Manual is compiled to serve as training guide and reference for all personnel involved in handling county funds/property.

Report Title: Administrative Services Division Clerical Manual

Contact Person/Title: Gail Schino, Administrative Services Assistant

Phone #: 874-5966 Dept. #: 240 Frequency or Date: Revised as necessary

Subject Code: Department/Office Policies and Procedures

Content: Policies, procedures, orientation/training guides and career ladder information relative to administrative support services. Compiled for use by supervisors in training and orienting new staff and available as ongoing reference guide for staff.

Report Title: Legislation Effecting Probation

Contact Person/Title: Ray L'Esperance, Supervisor Special Services

Phone #: 874-7377 Dept. #: 240 Frequency or Date: 3 times a year

Subject Code: Legislative Report

Content: In the Spring and the Summer, a report containing brief statements about pending bills in the legislature which impact the Probation Department or the Juvenile Court. In the Fall, when the legislature is closed, a final report is submitted containing bills which have passed into law.

Report Title: Standards and Training in Corrections Monitoring Report
Contact Person/Title: Ray L'Esperance, Supervisor Special Services
Phone #: 874-7377 Dept. #: 240 Frequency or Date: Quarterly
Subject Code: Training Report
Content: This report is a required quarterly report submitted to the Board of Corrections containing a record of training provided and costs. It contains a listing of courses given, the number of hours staff have attended training and the cost.

Report Title: STC, Annual Report
Contact Person/Title: Ray L'Esperance, Supervisor Special Services
Phone #: 874-7377 Dept. #: 240 Frequency or Date: Annually, July
Subject Code: Training Report
Content: This report is a summary of the quarterly report on a yearly basis. It provides a cost breakdown for the years training.

Report Title: STC Annual Plan
Contact Person/Title: Ray L'Esperance, Supervisor Special Services
Phone #: 874-7377 Dept. #: 240 Frequency or Date: Annually, April
Subject Code: Training Report
Content: This document is a description of the planned training for the coming fiscal year. It contains number of staff, number of training hours needed and projected costs.

Report Title: Probation Department Annual Report
Contact Person/Title: Mary Ann Cabral, Management Analyst
Phone #: 874-5966 Dept. #: 240 Frequency or Date: Annual
Subject Code: Annual Report
Content: Statistical information on Adult Division, Juvenile Division and Juvenile Institutions. Budget and collections data.

Report Title: Graph Book/Statistical Data (2 binders)
Contact Person/Title: Kay C. White, Senior Administrative Services Officer
Phone #: 874-5966 Dept. #: 240 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Data collected monthly for purpose of monitoring workload changes. Includes activities in Adult Division, Juvenile Division and Juvenile Institutions.

Report Title: Personnel Expenditures Report

Contact Person/Title: Kay C. White, Senior Administrative Services Officer

Phone #: 874-5966 Dept. #: 240 Frequency or Date: Biweekly

Subject Code: Budget Forecasting Report

Content: Report of biweekly payroll expenditures by classification for budget units 242, 245, 246 and 249 (Juvenile Institutions budgets). Projects expenditures for fiscal year in the Salaries and Overtime accounts.

Report Title: Proposal to Increase Parent Reimbursement for Out-of-Home plcmnts

Contact Person/Title: Kay C. White, Prob./Jaine Place, CAO (6482)

Phone #: 874-5966 Dept. #: 240 Frequency or Date: 5/81

Subject Code: Revenue Enhancements/Fee Review

Content: A review of county policy for assessing charges to parents for court ordered placement of their children.

Report Title: Status Offender Program Monitoring Report

Contact Person/Title: Joy Walton, Administrative Services Assistant

Phone #: 874-5743 Dept. #: 240 Frequency or Date: Annual

Subject Code: Contract Administration

Content: Annual review of status offender services and statistics provided by community based organizations.

Report Title: 1981-82 STC Financial Report

Contact Person/Title: Joy Walton, Administrative Services Assistant

Phone #: 874-5743 Dept. #: 240 Frequency or Date: 8/11/82

Subject Code: Training Study

Content: Analysis of STC training expenditures for FY 1981-82.

Report Title: Alameda County Juvenile Hall Statistics

Contact Person/Title: Marguerite Wysling, Director of Juvenile Hall

Phone #: 577-1200 Dept. #: 242 Frequency or Date: Monthly

Subject Code: Workload Measurement

Content: Monthly report includes admissions, releases, average length of stay, types of releases with comparisons to previous year.

Report Title: Juvenile Average Daily Attendance

Contact Person/Title: Marguerite Wysling, Director of Juvenile Hall

Phone #: 577-1200 Dept. #: 242 Frequency or Date: Monthly

Subject Code: Workload Measurement

Content: Monthly report showing average daily attendance of minors detained in Juvenile Hall broken down by boys and girls population.

Report Title: Juvenile Hall Monthly Report of Admissions

Contact Person/Title: Marguerite Wysling, Director of Juvenile Hall

Phone #: 577-1200 Dept. #: 242 Frequency or Date: Monthly

Subject Code: Workload Measurement

Content: Reports location of admission, referring law enforcement agency, sex, time of admission, ethnic background of minor being admitted.

Report Title: Juvenile Institutions Annual Inspection Reports

Contact Person/Title: Institutions Directors

Phone #: 577-1130 Dept. #: 242 Frequency or Date: Annual

Subject Code: Program Standards

Content: The Juvenile Institutions are inspected annually by a number of agencies to ensure compliance with health, safety, fire, medical, educational requirement. Reports are available from the Directors of the Institution.

Report Title: Juvenile Hall Manual

Contact Person/Title: M. Wysling, Director of Juvenile Hall

Phone #: 577-1200 Dept. #: 242 Frequency or Date: Annual

Subject Code: Department/Office Policies and Procedures

Content: Manual contains general policies and procedures for the daily operation of Juvenile Hall. Updated annually.

Report Title: CYA Standards for Operation of Juvenile Hall

Contact Person/Title: M. Wysling, Director of Juvenile Hall

Phone #: 577-1200 Dept. #: 242 Frequency or Date: 9/78

Subject Code: Program Standards

Content: Minimum standards for operation of Juvenile Hall. Prepared by the State of California Department of Youth Authority.

Report Title: Special Incident Survey

Contact Person/Title: M. Wysling, Director of Juvenile Hall

Phone #: 577-1200 Dept. #: 242 Frequency or Date: Annual

Subject Code: Staffing Study/Operational Improvement

Content: Analysis of detainee incidents (i.e., fights assaults, escape attempts, etc.), broken down by day of week, shift, staff on duty, type of incident.

Report Title: WETA Weekly Statistics & Monitoring Report

Contact Person/Title: M. Wysling, Director of Juvenile Hall

Phone #: 577-1200 Dept. #: 242 Frequency or Date: Weekly

Subject Code: Program Monitoring

Content: Weekly statistics showing number of minors assigned and attending WETA. Also includes a summary of work projects undertaken, special incidents or event which might have occurred.

Report Title: Home Supervision Monthly Report of Case Movement

Contact Person/Title: M. Wysling, Director of Juvenile Hall

Phone #: 577-1200 Dept. #: 242 Frequency or Date: Monthly

Subject Code: Program Monitoring

Content: Monthly report of Home Supervision caseload activity--cases received, types of court action, etc.

Report Title: Proposal for Recoupment of Criminal Justice Costs

Contact Person/Title: Larry W. Walker, Adult Division Director

Phone #: 874-7585 Dept. #: 243 Frequency or Date: November, 1982

Subject Code: Revenue Enhancement

Content: Recent legislation allows County judges to charge defendants for court-appointed counsel, formal probation supervision and weekend jail or work programs. Proposal outlines process to facilitate financial sharing, assess reasonable charges for service rendered and determine defendant's ability to pay. Prepared for consideration by the Alameda County Judicial Coordinating Committee.

Report Title: Adult Division Manual

Contact Person/Title: Larry W. Walker, Adult Division Director

Phone #: 874-7585 Dept. #: 243 Frequency or Date: Revised as necessary

Subject Code: Department/Office Policies and Procedures

Content: Expectations, guidelines and specific task methods relative to client, court and community services for use as a reference guide for division staff.

Report Title: Adult Division Court Reporting Writing Manual
Contact Person/Title: Larry W. Walker, Adult Division Director
Phone #: 874-7585 Dept. #: 243 Frequency or Date: Revised as necessary
Subject Code: Department/Office Policies and Procedures
Content: Municipal and Superior Court guidelines, procedures and specific task methods for completing Court documents. Used as training and reference guide for division staff.

Report Title: Chabot Ranch Horticulture Program Plan
Contact Person/Title: Peg Smithson, Director, Juvenile Court Schools
Phone #: 577-1083 Dept. #: 245 Frequency or Date: 1982
Subject Code: Program Planning/Capital Project
Content: Community group involvement, Juvenile Justice Commission, County Board of Supervisors and Grand Jury and County School Board in implementing horticulture program at Chabot Ranch.

Report Title: Chabot Manual - Boys Unit & Girls Unit
Contact Person/Title: Jack Sanders
Phone #: 577-1115 Dept. #: 245 Frequency or Date: Annual
Subject Code: Department/Office Policies and Procedures
Content: Policies and procedures related to operation of Chabot Ranch facilities.

Report Title: Proposal for Girls' Residential Treatment Program
Contact Person/Title: Jack Sanders
Phone #: 577-1115 Dept. #: 245 Frequency or Date: 2/79
Subject Code: Program Plan
Content: Proposal for 24-hour residential treatment program for delinquent girls. Implemented program in 1980.

Report Title: Proposal for After-Care Program at Los Cerros and Chabot Ranch
Contact Person/Title: J. Sanders
Phone #: 577-1115 Dept. #: 245 Frequency or Date: 10/30/78
Subject Code: Program Plan/Operational Improvement
Content: Proposal to attach after-care deputies to Chabot Ranch and Senior Camp to supervise wards leaving the programs and returning to the community.

Report Title: Minimum Standards for Juv. Homes, Ranches, Camps or Forestry Camp
Contact Person/Title: D. Handis, Director, Los Cerros; Jack Sanders
Phone #: 577-1143 Dept. #: 246 Frequency or Date: 5/8/79
Subject Code: Program Standards
Content: Minimum standards for operation of juvenile homes, camps, etc.,
prepared by the State of California, Department of Youth Authority.

Report Title: Reorganization of Camps
Contact Person/Title: D. Handis & J. Sanders
Phone #: 577-1143 Dept. #: 246 Frequency or Date: 12/79
Subject Code: Staffing Study/Operational Improvement
Content: Proposal for reorganization of camp staff to save money and allow
DPOs more field time.

Report Title: Los Cerros Manual
Contact Person/Title: D. Handis
Phone #: 577-1143 Dept. #: 246 Frequency or Date: Annual
Subject Code: Department/Office Policies and Procedures
Content: Policies and procedures related to operation of Los Cerros camp
facility.

Report Title: Modification of Camp Programs
Contact Person/Title: D. Handis
Phone #: 577-1143 Dept. #: 246 Frequency or Date: 9/6/79
Subject Code: Program Plan/Operational Improvement
Content: Proposal to improve utilization of Los Cerros and Chabot Ranch to
better meet the needs of the court and camp wards.

Report Title: Step Program
Contact Person/Title: D. Handis
Phone #: 577-1143 Dept. #: 246 Frequency or Date: 7/21/80
Subject Code: Program Plan
Content: Outline of program for camp detainees aimed at improving
consistency, give clear messages to detainees, establish proper
communication tools for both probation officers and counselors, and
minimize paperwork. Also, it is used to establish length and time
in camp.

Report Title: Juvenile Division Manual

Contact Person/Title: Ken Moresi, Juvenile Division Director

Phone #: 577-1170 Dept. #: 248 Frequency or Date: Revised as necessary

Subject Code: Department/Office Policies and Procedures

Content: Expectations, guidelines and specific task methods relative to client, court and community services for use as a reference guide for division staff.

Report Title: Juvenile Court Manual

Contact Person/Title: Ken Moresi, Juvenile Division Director

Phone #: 577-1170 Dept. #: 248 Frequency or Date: Revised as necessary

Subject Code: Department/Office Policies and Procedures

Content: Minute Orders and policies, procedures and organizational structure information on agencies serving the Juvenile Court. Prepared by the Probation Department for use as a resource/reference guide by the Court.

Report Title: Juvenile Court Report Writing Manual

Contact Person/Title: Ken Moresi, Juvenile Division Director

Phone #: 577-1170 Dept. #: 248 Frequency or Date: Revised as necessary

Subject Code: Department/Office Policies and Procedures

Content: Court policies and procedures and specific task methods for completing Court documents. Used as training and reference guide for division staff.

Report Title: School Nutrition Programs Policy Handbook

Contact Person/Title: H. Goldsmith, Food Service Manager

Phone #: 577-1130 Dept. #: 249 Frequency or Date: 1982

Subject Code: Program Administration

Content: Handbook for providing up-to-date information re National School Lunch Program. Includes policy for administering the program. This is a State of California Department of Education manual in compliance with U.S. Department of Agriculture regulations.

Report Title: Commodities Administrative Manual

Contact Person/Title: H. Goldsmith

Phone #: 577-1130 Dept. #: 249 Frequency or Date: 1981

Subject Code: Program Administration

Content: Guidelines for proper methods for receiving, storing, inventory control and requesting USDA surplus commodity items (food). This is a California State Department of Education Manual in compliance with USDA regulations.

Report Title: Actual Monthly/Daily Meal Count Compilation
Contact Person/Title: H. Goldsmith
Phone #: 577-1130 Dept. #: 249 Frequency or Date: Daily
Subject Code: Workload Measurement
Content: Prepared daily to record meals by facility by type of meal served for the Alameda County Juvenile Institutions. Includes both detainee and staff meal breakdowns. This is a computerized report. Resource document for National School Lunch Program.

Report Title: Juvenile Institutions Monthly Detainee Status Report
Contact Person/Title: H. Goldsmith
Phone #: 577-1130 Dept. #: 249 Frequency or Date: Monthly
Subject Code: Workload Measurement
Content: Listing of length of stay for each juvenile detained in the institutions. Resource document for National School Lunch Program.

Report Title: Juvenile Institutions Daily Food Usage Report
Contact Person/Title: H. Goldsmith
Phone #: 577-1130 Dept. #: 249 Frequency or Date: Daily
Subject Code: Financial Analysis
Content: Lists all food consumed per meal daily by food categories (vegetable-food protein/dairy/bread/cereal. Directly reflects on monthly inventory report required by USDA to be in compliance with recently adopted AIMS Program.

AGRICULTURAL COMMISSIONER

Report Title: County of Alameda Agricultural Crop Report
Contact Person/Title: Myron Hansen/Deputy Agricultural Commissioner
Phone #: 881-6345 Dept. #: 265 Frequency or Date: Annual
Subject Code: Annual Report
Content: The annual gross value of agricultural products grown in Alameda County; also give the net acres harvested, yield per acre and unit value.

Report Title: Monthly Report
Contact Person/Title: John C. Johnston/Assistant Agricultural Commissioner
Phone #: 881-6345 Dept. #: 265 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Monthly report of the functions performed by the Agricultural Department (pest detection, pest eradication, pest management control, pest exclusion, pest use enforcement, seed inspection, nursery inspection, fruit and vegetable quality control, egg quality control, and apiary inspection).

Report Title: Weekly Crop Report

Contact Person/Title: Myron Hansen/Deputy Agricultural Commissioner

Phone #: 881-6345 Dept. #: 265 Frequency or Date: Weekly

Subject Code: Program Report

Content: Weekly report to the California State Livestock Reporting Service on the condition, the harvesting, and cultural practices going on with the crops grown in the County.

PUBLIC WORKS - BUILDING INSPECTION

Report Title: Building Inspection Department Productivity Improvement Report

Contact Person/Title: Victor Taugher, Building Official

Phone #: 881-6421 Dept. #: 266 Frequency or Date: June 1978

Subject Code: Operational Improvements

Content: Outlines specific areas in need of operational improvement and provides recommendations.

Report Title: Building Inspection Department Special Study

Contact Person/Title: Harry Hecht, Assistant Director of Public Works

Phone #: 881-6416 Dept. #: 266 Frequency or Date: October 1980

Subject Code: Operational Improvements

Content: Outlines specific areas in need of operational improvement and provides recommendations.

Report Title: Building Construction Activity Report

Contact Person/Title: Victor Taugher, Building Official

Phone #: 881-6421 Dept. #: 266 Frequency or Date: Monthly

Subject Code: Program Data

Content: Documents the number and valuation of permits issued by type.

WEIGHTS AND MEASURES

Report Title: State Report - Department of Measurement Standards

Contact Person/Title: Edi Faust, Secretary

Phone #: 8-82-6736 Dept. #: 267 Frequency or Date: Monthly & Annually

Subject Code: Annual Report

Content: Summary of total number of devices and quantity control inspections conducted and hours spent in each program area. Report is compiled as required by the State Department of Food and Agriculture.

Report Title: Schedule of Fees

Contact Person/Title: Patrick E. Nichols, Director

Phone #: 8-82-6736 Dept. #: 267 Frequency or Date: Annual

Subject Code: Fee Schedule

Content: Yearly updated fee schedule as required by state law for the inspection of noncommercial devices. Revised fee schedule is presented to Board of Supervisors for approval before becoming legal basis for charges.

Report Title: Administrative Control Record

Contact Person/Title: Edi Faust, Secretary

Phone #: 8-82-6736 Dept. #: 267 Frequency or Date: Monthly

Subject Code: Program Administration/Workload Measurement and Data

Content: A system for tracking all aspects of the Weights and Measures program for projecting monthly the needs to achieve our objectives, both in terms of accomplishments and budgetary requirements.

Report Title: E.E.O. & Affirmative Action Reports & Departmental Plan

Contact Person/Title: Edi Faust, Secretary

Phone #: 8-82-6736 Dept. #: 267 Frequency or Date: Quarterly/Biannually

Subject Code: Personnel Report

Content: Reflects hiring, promoting and terminating within the department. The plan shows the action the department intends to take with respect to AA.

SHERIFF - EMERGENCY SERVICES

Report Title: Mediterranean Fruit Fly Guidelines for Enforcement

Contact Person/Title: Alfred H. Mitchell, Division Chief

Phone #: 577-1332 Dept. #: 270 Frequency or Date: July 8, 1981

Subject Code: Program Standards

Content: Guidelines for enforcement of fruit stripping mandates of Governor's emergency proclamation order #2, dated July 8, 1982.

Report Title: Special Narrative Report Mini-Crisis Relocation Planning

Contact Person/Title: Alfred H. Mitchell, Division Chief

Phone #: 577-1332 Dept. #: 270 Frequency or Date: June 19, 1981

Subject Code: Program Plan

Content: Special narrative report mini-crisis relocation planning, highlighting the background, rationale, emphasis, and requirements.

Report Title: Nuclear Blackmail or Nuclear Threat-Emergency Response Plan
Contact Person/Title: Alfred H. Mitchell, Division Chief
Phone #: 577-1332 Dept. #: 270 Frequency or Date: January 1978
Subject Code: Program Plan
Content: Nuclear blackmail or nuclear threat emergency response plan for the State of California.

Report Title: Nuclear Waste Transportation-Information Report
Contact Person/Title: Alfred H. Mitchell, Division Chief
Phone #: 577-1332 Dept. #: 270 Frequency or Date: 5/79 - 2/82
Subject Code: Program Plan
Content: Developed physical protection of irradiated fuel shipments. Report prepared by the Board of Supervisors relating to "Danger Travels the Nimitz".

Report Title: Hazardous Materials Spills, Prototype County Emerg. Response Plan
Contact Person/Title: Alfred H. Mitchell, Division Chief
Phone #: 577-1332 Dept. #: 270 Frequency or Date: Ongoing
Subject Code: Program Plan
Content: Emergency response plan-August 1976. Hazardous material incident command system-January 13, 1982.

Report Title: Readiness Outline for Earthquake/Disasters
Contact Person/Title: Chief Mitchell
Phone #: 577-1332 Dept. #: 270 Frequency or Date: Ongoing
Subject Code: Program Plan
Content: Directions for family earthquake drill.

Report Title: Semi-Annual Statistical Report for the Sheriff's Reserve
Contact Person/Title: Alfred H. Mitchell, Division Chief
Phone #: 577-1332 Dept. #: 270 Frequency or Date: Semi-Annual
Subject Code: Program Data
Content: Man-hours and mileage report-compilation of man-hours and cost saved with donated volunteer services.

Report Title: Metropolitan Oakland International Airport Disaster Medical Plan
Contact Person/Title: Alfred H. Mitchell, Division Chief
Phone #: 577-1332 Dept. #: 270 Frequency or Date: 10/1/77 & 6/1/79
Subject Code: Program Plan
Content: Developed plan by the Alameda County Health Care Services Agency and Metro, Oakland International Airport with the auspices of the Alameda/Contra Costa Medical Association, City of Oakland Police and fire departments, and other agencies involved in emergency response. List of command authority and supporting responsibility.

CORONER-PUBLIC ADMINISTRATOR

Report Title: Coroner's Annual Report
Contact Person/Title: Young/Chief Deputy
Phone #: 874-5551 Dept. #: 271 Frequency or Date: Annual
Subject Code: Annual Report
Content: Summary of total deaths in County per year by cause of death. Required by State Health Department.

Report Title: Coroner's Monthly Report of Motor Vehicle Deaths
Contact Person/Title: Young/Chief Deputy
Phone #: 874-5551 Dept. #: 271 Frequency or Date: Monthly
Subject Code: Program Data
Content: Summary of each traffic death that occurred during month. Submitted to California Highway Patrol pursuant to Vehicle Code provisions.

Report Title: Report of Conservatorships to DMV
Contact Person/Title: Churchill/Chief Assistant
Phone #: 874-6741 Dept. #: 271 Frequency or Date: Monthly
Subject Code: Program Report
Content: Report to State Department of Motor Vehicles of conservatorships established in which conservatee was denied privilege of possessing driver's license.

Report Title: Inter-Departmental Services/Conservatorship Costs
Contact Person/Title: Churchill/Chief Assistant
Phone #: 874-6741 Dept. #: 271 Frequency or Date: Quarterly
Subject Code: Financial Report
Content: Report on quarterly costs of LPS Conservatorship Program which are billed to County mental health.

Report Title: Conservatorship Workload, Costs and Units of Service
Contact Person/Title: Churchill/Chief Assistant
Phone #: 874-6741 Dept. #: 271 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Report to County mental health on the number of referrals and investigations, the costs, and units of service of the Conservatorship Program.

Report Title: Report of Accounts Receivable, Collections, and Deposits
Contact Person/Title: Linda Martin/Supervising Accountant
Phone #: 874-6741 Dept. #: 271 Frequency or Date: Monthly
Subject Code: Financial Report
Content: Report to Auditor of all funds deposited with County Treasurer during month.

PLANNING

Report Title: Employee Orientation Handbook
Contact Person/Title: R.F. Jones, Administrative Services Assistant
Phone #: 881-6401 Dept. #: 273 Frequency or Date: Annual-update
Subject Code: Dept./Office Policies and Procedures
Content: Introduction to Alameda County government and administration functions, department and County policies on leave, discipline, etc. --reference numbers.

Report Title: Fee Schedule
Contact Person/Title: R.F. Jones, Administrative Services Assistant
Phone #: 881-6401 Dept. #: 273 Frequency or Date: Annual
Subject Code: Fee Schedule
Content: Yearly fee schedule for various services provided to the public by the Planning Department. Details items charged at actual costs and fixed fees. Approved by Board of Supervisors; legal basis for charges to public and State/Federally funded entities.

Report Title: Indirect Cost Rate Proposal
Contact Person/Title: R.F. Jones, Administrative Services Assistant
Phone #: 881-6401 Dept. #: 273 Frequency or Date: Annual
Subject Code: Fee Inventory/Review
Content: Develops indirect rate for each division in the Planning Department used to develop hourly rate for each position/step per cost center. Interfaces with #2 (above).

Report Title: Hourly Rate Schedule

Contact Person/Title: R.F. Jones, Administrative Services Assistant

Phone #: 881-6401 Dept. #: 273 Frequency or Date: Annual

Subject Code: Fee Inventory/Review

Content: Developed using data from Indirect Cost Rate Proposal. Hourly rates based upon productive hourly rates plus indirect rates.

Report Title: Solid Waste Management Plan

Contact Person/Title: Betty Croly, Assistant Planning Director

Phone #: 881-6401 Dept. #: 273 Frequency or Date: Every 3 years

Subject Code: Program Plan

Content: The Solid Waste Management Authority is a joint powers authority. Every three years, the plan is subject to update and revision by the Authority.

Report Title: Airport Land Use Plan

Contact Person/Title: Betty Croly, Assistant Planning Director

Phone #: 881-6401 Dept. #: 273 Frequency or Date: Every 3 years

Subject Code: Program Plan

Content: Every three years, the plan is subject to update and review by the Airport Land Use Commission.

Report Title: County General Plan - Various Elements

Contact Person/Title: Betty Croly, Assistant Planning Director

Phone #: 881-6401 Dept. #: 273 Frequency or Date: As needed/required

Subject Code: General Plan

Content: Various elements of the General Plan are revised or new elements added as needed, required or mandated (e.g., Seismic and Safety Element, Housing Element, etc.).

Report Title: Population Estimates - Alameda County

Contact Person/Title: Michael Munk, Planner III

Phone #: 881-6401 Dept. #: 273 Frequency or Date: Every 3 years

Subject Code: Demographic Data

Content: Current population is estimated by County census tract.

Report Title: Population Projections - Alameda County
Contact Person/Title: Michael Munk, Planner III
Phone #: 881-6401 Dept. #: 273 Frequency or Date: Every 3 years
Subject Code: Demographic Data
Content: Population projections applicable to the next decennial census, for Alameda County by planning unit (each planning unit is roughly equal to 1/4 of the County's land area).

Report Title: Retail Sales Data - Unincorporated County
Contact Person/Title: Michael Munk, Planner III
Phone #: 881-6401 Dept. #: 273 Frequency or Date: Annual
Subject Code: Demographic Data
Content: Summarized retail sales by business category.

Report Title: Population Model
Contact Person/Title: Rick Jones, Planning Department
Phone #: 8-81-6401 Dept. #: 273 Frequency or Date: _____
Subject Code: Demographic Data
Content: Population model that includes estimates of annual growth within areas of the County.

SHERIFF - FIELD SERVICES

Report Title: Annual Activity Report-Fire and Safety Services
Contact Person/Title: Alfred H. Mitchell, Division Chief
Phone #: 577-1332 Dept. #: 280 Frequency or Date: Annual
Subject Code: Annual Report
Content: Fire-Compilation of personnel, area fires, rescues, medical aids, inspections, chemical spills, and other fire responses. Safety services division-budget figures for dispatch, animal control. Field services-fish and game, fire patrol, and OES.

Report Title: CIFERS Report
Contact Person/Title: Chief Mitchell
Phone #: 577-1332 Dept. #: 280 Frequency or Date: As they occur
Subject Code: Other - Incident Report
Content: Report to State Fire Marshall's Office regarding all known information on fires.

Report Title: Animal Control Weekly Citation Reports
Contact Person/Title: Alfred H. Mitchell, Division Chief
Phone #: 577-1332 Dept. #: 282 Frequency or Date: Weekly
Subject Code: Workload Data
Content: Statistical report on animals in custody, animal bites, complaints, citations, and injured animals, dead animals, disposition of animals.

SOCIAL SERVICES AGENCY

Report Title: Homeless Study
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: 1/10/83
Subject Code: Needs Assessment
Content: Report to the Board of Supervisors regarding the definition of homeless and the extent of the problem within Alameda County.
Review of emergency shelter facilities and capacities to deal with homeless.

Report Title: Organization and Program Overview
Contact Person/Title: Don Graff, Admin. Asst. to Agency Director
Phone #: 874-5008 Dept. #: 349 Frequency or Date: January, 1983
Subject Code: Organizational Structure
Content: General overview of the Social Services Agency structure, with financial information, caseload information and program overviews.

Report Title: Planning Guidelines 1980-83
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: July, 1980
Subject Code: Planning Process
Content: A review of the Agency's planning process, what it is, how to get started and how to identify goals and strategies and translate into action plans.

Report Title: Policy Paper: The Role of AICO SSA as Provider of Svcs Disabled
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: May, 1981
Subject Code: Program Evaluation
Content: State and local services system; East Bay Regional Center vendors; Dept. of Rehab. Community Contract services; Alameda Co. Mental Health Services Contractors & Co. Providers serving the disabled; Alameda County (non-categorical) disabled services contractors.

Report Title: Adoptions Task Force Report and Recommendations
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: April, 1981
Subject Code: Program Evaluation
Content: A review of County's adoptions policies as related to mixed racial and single-parent adoptions; recommendations.

Report Title: United Way Subcommittee Report on Emergency Shelters
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: 1980
Subject Code: Needs Assessment
Content: Clarification of the needs and deficiencies of the present network of emergency shelter program as well as provides a series of recommendations directed toward identified problem areas.

Report Title: United Way Subcommittee on Emergency Shelters
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: 1981
Subject Code: Needs Assessment
Content: A refinement of previous report (see above) with respect to (1) shelter coordinator position; (2) housing assistance workshop; (3) development of second-stage housing program alternatives and funding options; (4) methodology for business community involvement.

Report Title: United Way Valley Corridor Project
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: 11/1982
Subject Code: Needs Assessment
Content: Description of current state of health and human care services in the Corridor for forecasting future health and human care demand and for bringing forth recommendations to the United Way Board of Directors and the Corridor community.

Report Title: Review of Distribution of Domestic Violence Center Act Funds
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: 1981
Subject Code: Program Evaluation
Content: Role of Alameda County in assisting Domestic Violence Centers; availability of other funding sources for Domestic Violence Centers; experiences of other counties in distributing SB 1246 revenues; distribution of SB 1246 revenues in Alameda County; funding outlook for contractors; unmet needs of contractor clients; discussion of alternatives for distribution of SB 1246 funds.

Report Title: Report & Recommendations of Funds re Domestic Violence Ctr. Act
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: September 1980
Subject Code: Program Evaluation
Content: Role of Alameda County in assisting Domestic Violence Centers;
availability of other funding sources for Domestic Violence
Centers; experiences of other counties in distributing SB 1246
revenues; distribution of SB 1246 revenues in Alameda County;
funding outlook for contractors; unmet needs of contractor clients;
discussion of alternatives for distribution of SB 1246 funds.

Report Title: Distribution of Domestic Violence Center Act Funds for 82-83
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: June, 1982
Subject Code: Program Evaluation
Content: (Same as above.)

Report Title: Analysis of Minimum Size Detention Facility
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: 1978
Subject Code: Needs Assessment
Content: Requirements for Hayward municipal/superior court complex. An
overall view of detention facility requirements and potential for a
facility in south county.

Report Title: Coordinated Response/Dislocation Problems Downtown Area Res/Tran
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: 11/82
Subject Code: Needs Assessment
Content: Prepared by the Associated Agencies Managers Group. Discussion of
problem and recommended actions.

Report Title: Work Simplification Project
Contact Person/Title: Marvin Clark, Management Analyst
Phone #: 882-5761 Dept. #: 350 Frequency or Date: 1-79/2-80
Subject Code: Productivity Improvement
Content: Worker generated suggestion project. 170 suggestions received, 62%
were implemented.

Report Title: Report & Recommendations of Funds re Domestic Violence Ctr. Act
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: September 1980
Subject Code: Program Evaluation
Content: Role of Alameda County in assisting Domestic Violence Centers;
availability of other funding sources for Domestic Violence
Centers; experiences of other counties in distributing SB 1246
revenues; distribution of SB 1246 revenues in Alameda County;
funding outlook for contractors; unmet needs of contractor clients;
discussion of alternatives for distribution of SB 1246 funds.

Report Title: Distribution of Domestic Violence Center Act Funds for 82-83
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: June, 1982
Subject Code: Program Evaluation
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Report Title: Analysis of Minimum Size Detention Facility
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: 1978
Subject Code: Needs Assessment
Content: Requirements for Hayward municipal/superior court complex. An
overall view of detention facility requirements and potential for a
facility in south county.

Report Title: Coordinated Response/Dislocation Problems Downtown Area Res/Tran
Contact Person/Title: Bruce Kern, Agency Planner
Phone #: 874-5514 Dept. #: 349 Frequency or Date: 11/82
Subject Code: Needs Assessment
Content: Prepared by the Associated Agencies Managers Group. Discussion of
problem and recommended actions.

Report Title: Work Simplification Project
Contact Person/Title: Marvin Clark, Management Analyst
Phone #: 882-5761 Dept. #: 350 Frequency or Date: 1-79/2-80
Subject Code: Productivity Improvement
Content: Worker generated suggestion project. 170 suggestions received, 62%
were implemented.

Report Title: Flex-Time Project

Contact Person/Title: Will Johnson, Management Analyst

Phone #: 882-5761 Dept. #: 350 Frequency or Date: 6/80

Subject Code: Productivity Improvement

Content: An analysis of the impact of flex-time on Agency operations.

Report Title: 415 Society--Cost Effectiveness Study

Contact Person/Title: Rick Edwards, Mgmt Analyst/Noel Folsom, Mgmt Analyst

Phone #: 882-5761 Dept. #: 350 Frequency or Date: 3/82

Subject Code: Productivity Improvements

Content: Determined whether programs offered by the 415 Society were cost effective by diverting GA clients from public assistance.

Report Title: High Risk Study

Contact Person/Title: Will Johnson, Management Analyst

Phone #: 882-5761 Dept. #: 350 Frequency or Date: 7/80

Subject Code: Productivity Improvements

Content: Determined by case characteristics whether an eligibility case was error prone.

Report Title: Home Call Study

Contact Person/Title: Fred Canning, Management Analyst

Phone #: 882-5761 Dept. #: 350 Frequency or Date: 7/80

Subject Code: Productivity Improvements

Content: Determined the effectiveness (program and fiscal) of home visits by eligibility workers.

Report Title: Staff Turnover Study

Contact Person/Title: Will Johnson, Management Analyst

Phone #: 882-5761 Dept. #: 350 Frequency or Date: 2/81

Subject Code: Productivity Improvements

Content: Identified profile of an eligibility worker who would offer longevity in county service.

Report Title: Eligibility Technician Induction Training Program Evaluation
Contact Person/Title: Fred Canning, Management Analyst
Phone #: 882-5761 Dept. #: 350 Frequency or Date: 8/80
Subject Code: Productivity Improvements
Content: Comparative analysis of several Eligibility Technician induction training programs.

Report Title: WANG Utilization
Contact Person/Title: Marvin Clark, Management Analyst
Phone #: 882-5761 Dept. #: 350 Frequency or Date: 4/82 Ongoing
Subject Code: Productivity Improvements
Content: Identified areas and reasons for equipment underuse, guidelines for expansion and equipment assignment.

Report Title: Use of Postage Prepaid Envelopes
Contact Person/Title: Rick Edwards, Management Analyst
Phone #: 882-5761 Dept. #: 350 Frequency or Date: 2/82
Subject Code: Productivity Improvements
Content: Evaluated use of prefranked envelopes. Recommendations to cut costs.

Report Title: Analysis of QA/QC Welfare Program Errors
Contact Person/Title: Alan Lynn, Mgmt Analyst/Fred Canning, Mgmt Analyst
Phone #: 882-5761 Dept. #: 350 Frequency or Date: 6/80 ongoing
Subject Code: Productivity Improvements
Content: Assessment of errors made by eligibility workers in welfare programs. Analysis presented to Corrective Action Panels in order to reduce overall County error rate.

Report Title: Work Measurement-AFDC, Medi-Cal, Placement, Dependency, Food Stamps
Contact Person/Title: Marvin Clark/M. Gunther-Murphy, Management Analyst
Phone #: 882-5761 Dept. #: 350/1 Frequency or Date: 3/78-10/81
Subject Code: Productivity Improvements
Content: Established caseload standards for some eligibility workers/social workers on various programs. Work measurement projects are no longer done due to length of time and personnel resources necessary to complete.

Report Title: Direct Mail Food Stamp Issuance-Cost Benefit
Contact Person/Title: Marvin Clark, Management Analyst
Phone #: 882-5761 Dept. #: 350/2 Frequency or Date: 3/81
Subject Code: Productivity Improvements
Content: Assessed the benefits (program and fiscal) of using direct mail issuance for Food Stamp Coupons.

Report Title: Child Abuse Reincidence
Contact Person/Title: Will Johnson, Management Analyst
Phone #: 882-5761 Dept. #: 351 Frequency or Date: 3/82
Subject Code: Productivity Improvement
Content: Profile/characteristics of a Child Reabuse case.

Report Title: Social Services Agency Commission Report
Contact Person/Title: Miles Frazel, ASA Dept. of Management Services
Phone #: 874-7735 Dept. #: 352 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Workload information pertaining to all welfare programs and financial information with respect to Federal, State and County sharing ratios.

Report Title: Case Count by Cities - Case Data Report
Contact Person/Title: Miles Frazel, ADA Dept. of Management Services
Phone #: 874-7735 Dept. #: 352 Frequency or Date: Semi-annual
Subject Code: Demographic Data
Content: AFDC, Medi-Cal, Food Stamp, General Assistance caseload information broken down by cities in Alameda County.

Report Title: Case Count by Zip Code - Case Data Report
Contact Person/Title: Miles Frazel, ASA Dept. of Management Services
Phone #: 874-7735 Dept. #: 352 Frequency or Date: Semi-annual
Subject Code: Demographic Data
Content: AFDC, Medi-Cal, Food Stamp, General Assistance caseload information broken down by zip codes within Alameda County.

Report Title: A Study of Altered Work Scheduling in the Social Services Agency
Contact Person/Title: Fred Canning, Supervising Management Analyst
Phone #: 874-5761 Dept. #: 352 Frequency or Date: October, 1979
Subject Code: Staffing Study
Content: This is a report and evaluation of the effects of flex-time on Agency operations.

Report Title: Affirmative Action Plan
Contact Person/Title: Dan Regan, Agency Personnel Officer
Phone #: 874-5571 Dept. #: 352 Frequency or Date: Annual
Subject Code: Personnel Report
Content: Sets forth the Agency policy of equal treatment for employees and the associated responsibilities of management (top) for carrying out this policy.

Report Title: Social Services Agency Procedures Manual
Contact Person/Title: Dan Regan, Agency Personnel Officer
Phone #: 874-5571 Dept. #: 352 Frequency or Date: May, 1978
Subject Code: Personnel Report
Content: This is a supplement to the County Administrative Code and is intended to be a general working document for Agency employees dealing with a wide variety of topics, ie. travel, confidentiality, complaints, sick leave, transfers.

Report Title: Welfare Case Data System - Summary
Contact Person/Title: Jack Weir, Asst. Agency Director, Mgmt Services
Phone #: 874-7735 Dept. #: 352 Frequency or Date: Ongoing
Subject Code: Client Data
Content: Integrated case management and accounting system with extensive data on every case and individual known to any welfare aid program administered in County. Provides information for client, worker, management and the State, including client index, production of welfare benefits and case management and tracking.

Report Title: Welfare Case Data System - Client Index
Contact Person/Title: Jack Weir, Asst. Agency Director, Mgmt Services
Phone #: 874-7735 Dept. #: 352 Frequency or Date: Ongoing
Subject Code: Client Data
Content: Comprehensive case record information on economic benefit and social service clients. Includes client name, ethnic code, address, worker name, phone number, case number, client budget information, case history up to 12 months and case status by individual and case.

Report Title: Welfare Case Data System - Production of Welfare Benefits
Contact Person/Title: Jack Weir, Asst. Agency Director, Mgmt Services
Phone #: 874-7735 Dept. #: 352 Frequency or Date: Ongoing
Subject Code: Client Data
Content: Automated case budgeting and production of welfare benefits including welfare warrants and food stamp authorizations, automated notices of actions taken, renewal and recertification letters and income reporting forms.

Report Title: Welfare Case Data System - Case Management and Tracking
Contact Person/Title: Jack Weir, Director, Management Services
Phone #: 874-7735 Dept. #: 352 Frequency or Date: Daily, Monthly, Quarter
Subject Code: Program Data
Content: Statistical reports included monthly case lists by worker, refugee tracking report, notices sent to EDP, CHDP referrals, child support transactions, exception or error listings, welfare benefits, registers, daily state claim records, and quarterly census tract data by aid categories.

Report Title: Operational Review - Procurement Unit
Contact Person/Title: Rick Edwards, Management Analyst
Phone #: 882-5761 Dept. #: 352 Frequency or Date: 6/81
Subject Code: Productivity Improvements
Content: Full assessment of methods, systems procedures and duties of the Procurement Unit.

Report Title: Operational Review - Mail/Supply Unit
Contact Person/Title: Rick Edwards, Management Analyst
Phone #: 882-5761 Dept. #: 352 Frequency or Date: 8/81
Subject Code: Productivity Improvements
Content: Full assessment of methods, systems procedures and duties of the Mail/Supply Unit.

DISTRICT ATTORNEY - FAMILY SUPPORT DIVISION

Report Title: Family Support Division (FSD) Case Management System - Summary
Contact Person/Title: Paul Stewart
Phone #: 639-7299 Dept. #: 358 Frequency or Date: Ongoing
Subject Code: Client Data
Content: Confidential child support management and accounting system for all cases and accounts known to FSD, including case tracking, account information and management reports; interfaces with welfare case data system.

Report Title: FSD Case Management System - Case Tracking
Contact Person/Title: Paul Stewart
Phone #: 639-7299 Dept. #: 358 Frequency or Date: Ongoing
Subject Code: Client Data
Content: Comprehensive case record information on child support enforcement cases including defendant, complainant, address, social security number, employment verification, court order number, amount due, frequency, and previous legal actions.

Report Title: FSD Case Management System - Account Information
Contact Person/Title: Paul Stewart
Phone #: 639-7299 Dept. #: 358 Frequency or Date: Ongoing
Subject Code: Client Data
Content: Information on case accounts including defendant, complainant, amount due, wage assignment and collection agency.

Report Title: FSD Case Management System - Management Reports
Contact Person/Title: Paul Stewart
Phone #: 639-7299 Dept. #: 358 Frequency or Date: Monthly
Subject Code: Program Data
Content: Produces summaries of case activities and payments, including total collections, legal actions filed and case status.

HCSA - ADMINISTRATION

Report Title: Physician's Bulletin
Contact Person/Title: Cynthia Romero / ASA
Phone #: 874-7636 Dept. #: 400 Frequency or Date: Monthly
Subject Code: Other - Newsletter
Content: Monthly County morbidity statistics and a series of articles on public health issues of interest to private physicians in Alameda County.

Report Title: Memo from the Director
Contact Person/Title: Cynthia Romero / ASA
Phone #: 874-7636 Dept. #: 400 Frequency or Date: Bi-weekly
Subject Code: Other - Newsletter
Content: A series of articles on Agency issues and announcements of interest to employees.

Report Title: Service Directory
Contact Person/Title: Cynthia Romero / ASA
Phone #: 874-7636 Dept. #: 400 Frequency or Date: Annual
Subject Code: Other - Service Directory
Content: A directory of County health care services noting services,
location and telephone numbers.

Report Title: DHS Compliance Report
Contact Person/Title: Cynthia Romero / ASA
Phone #: 874-7636 Dept. #: 400 Frequency or Date: 1983 as needed
Subject Code: Personnel Report
Content: Personnel and service statistics relating to compliance with
non-discrimination and Section 504 of State contracted programs.

Report Title: HCSA Administrative Manual
Contact Person/Title: Donna Ratliff, Supervising Secretary I
Phone #: 874-7636 Dept. #: 400 Frequency or Date: As needed
Subject Code: Department/Office Policies and Procedures
Content: Policies and procedures detailing steps involved in completing the
flow of work through agency departments. Sections include general
information, administrative services/control, building management/
maintenance, correspondence and communications and fiscal.

Report Title: HCSA Annual Report
Contact Person/Title: Ruth Shane, Administrative Services Officer
Phone #: 874-7636 Dept. #: 400 Frequency or Date: Annual
Subject Code: Annual Report
Content: Summary of health care departments' budget, goals and objectives
for the year. Includes listing of community contractors, advisory
boards and locations of County clinics.

Report Title: Document Authorization Signature List
Contact Person/Title: Donna Ratliff, Supervising Secretary I
Phone #: 874-7636 Dept. #: 400 Frequency or Date: Quarterly
Subject Code: Organizational Structure
Content: Listing of departmental personnel authorized to sign various County
and HCSA forms by department and project number.

Report Title: Inventory of Agency Contractors

Contact Person/Title: Donna Ratliff, Supervising Secretary I

Phone #: 874-7636 Dept. #: 400 Frequency or Date: Annual

Subject Code: Contract Monitoring

Content: Listing of community based organizations and physicians who contract their services with the HCSA. CBOs include address, phone number and director. Physicians include specialty.

Report Title: Quarterly Claims Compromise Summary

Contact Person/Title: Donna Ratliff, Supervising Secretary I

Phone #: 874-7636 Dept. #: 400 Frequency or Date: Quarterly

Subject Code: Other - Claims Compromise

Content: Quarterly report to Board of Supervisors summarizing action on requests for compromise of claims by the County for medical services rendered to individuals.

HCSA - COMMUNITY HEALTH SERVICES

Report Title: Grant Status Report

Contact Person/Title: Bob Brown, Administrative Services Assistant

Phone #: 874-5391 Dept. #: 405 Frequency or Date: Monthly

Subject Code: Contract Grant Monitoring

Content: Monthly updated report which indicates current status of all Federal and State contracts in Community Health Services.

Report Title: Mid-Year Budget Adjustment "Tracking" Report

Contact Person/Title: Bob Brown, Administrative Services Assistant

Phone #: 874-5391 Dept. #: 405 Frequency or Date: Monthly

Subject Code: Budget Report

Content: Monthly updated report which indicates status of approved budgetary adjustments (monthly) and year to date. (Board letters and resolution numbers are also referended and attached.)

Report Title: Allotment and Claim Status Report

Contact Person/Title: William P. McCarthy, Chief, Fiscal Services

Phone #: 874-7801 Dept. #: 405 Frequency or Date: Monthly

Subject Code: Financial Statements

Content: Monthly update report indicating the status of revenues in CHS received from grants and allotments compared to estimated amounts.

Report Title: Fee for Service and Other Revenue Report
Contact Person/Title: William P. McCarthy, Chief, Fiscal Services
Phone #: 874-7801 Dept. #: 405 Frequency or Date: Monthly
Subject Code: Financial Statements
Content: Monthly update report indicating the status of revenues in CHS received from services performed in clinic operations and miscellaneous transactions compared to estimated amounts.

Report Title: HCSA Trust Funds (#9442, #9443, #9922) Reconciliation Report
Contact Person/Title: Blandina Cachero, Supervising Accountant I
Phone #: 874-6971 Dept. #: 405 Frequency or Date: Quarterly
Subject Code: Financial Analysis
Content: Previous balances, transfers in and out, and new balances.

Report Title: Workload and Productivity Reports
Contact Person/Title: Binsacca, Howlett, Cowan
Phone #: 874-5765 Dept. #: 405 Frequency or Date: Quarterly, Annual
Subject Code: Workload Measurement
Content: Workload and productivity information for community health clinics, community health nursing, environmental health, public health laboratory and criminal justice-medical. Reports used for monitoring of workload and productivity.

Report Title: 1980 Census
Contact Person/Title: Bloch
Phone #: 874-5765 Dept. #: 405 Frequency or Date: 1/83
Subject Code: Demographic Data
Content: Detailed 1980 census information on residents of Alameda County. Used for health status analysis, program planning and evaluation.

Report Title: Monthly Report on Community Health Clinic Visits
Contact Person/Title: Howlett
Phone #: 874-5765 Dept. #: 405 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Community health clinic visits by type of clinic and by health centers. Report used for monitoring clinic visits.

Report Title: Morbidity Report

Contact Person/Title: Averill

Phone #: 874-5765 Dept. #: 405 Frequency or Date: Weekly (Cumulative)

Subject Code: Other - Vital Statistics

Content: Incidence of reportable communicable diseases in Alameda County.
Used for health status monitoring. Required by State Department of
Health Services and Federal Centers for Disease Control.

Report Title: Analysis of Costs in Community Health Clinics

Contact Person/Title: Howlett

Phone #: 874-5765 Dept. #: 405 Frequency or Date: Semi-Annual

Subject Code: Program Monitoring

Content: Analysis of costs per visit in community health clinics by health
center and by type of clinic. Report used for monitoring of clinic
costs.

Report Title: Utilization of Community Health Clinic Services

Contact Person/Title: Cowan, Howlett

Phone #: 874-5765 Dept. #: 405 Frequency or Date: Annual, Periodic

Subject Code: Program Monitoring

Content: Analysis of trends in the utilization of community health clinic
services. Used for program monitoring and planning.

Report Title: Community Health Services Quarterly Report

Contact Person/Title: Binsacca, Smith

Phone #: 874-5765 Dept. #: 405 Frequency or Date: Quarterly

Subject Code: Program Report

Content: Features two or three areas of community health concern,
particularly in which noteworthy changes have occurred. Reports
inform and educate Board of Supervisors, County Administrator's
Office, advisory committees and the community regarding Community
Health Services.

Report Title: Utilization of Community Health Nursing Services

Contact Person/Title: Cowan, Howlett

Phone #: 874-5765 Dept. #: 405 Frequency or Date: Annual, Periodic

Subject Code: Program Monitoring

Content: Analysis of trends in the utilization of community health nursing
services. Used for program monitoring and planning.

Report Title: Incidence of Tuberculosis

Contact Person/Title: Bloch

Phone #: 874-5765 Dept. #: 405 Frequency or Date: Annual

Subject Code: Other - Vital Statistics

Content: Analysis of trends in the incidence of tuberculosis in Alameda County with an emphasis on high risk populations and health planning areas. Used for monitoring incidence of TB and program planning. Required by State Department of Health Services and Federal Centers for Disease Control.

Report Title: Evaluation of the Tuberculosis Control Program

Contact Person/Title: Bloch

Phone #: 874-5765 Dept. #: 405 Frequency or Date: Annual

Subject Code: Program Evaluation

Content: Evaluation of the TB Control Program in terms of bacteriologic conversion of sputum and the completion of drug therapy. Used for program planning. Required by State Department of Health Services.

Report Title: Perinatal/Infant Mortality

Contact Person/Title: Falk

Phone #: 874-5765 Dept. #: 405 Frequency or Date: Annual, Periodic

Subject Code: Other - Vital Statistics

Content: Analysis of trends in perinatal/infant mortality in Alameda County, with an emphasis on high risk populations and health planning areas. Used for monitoring of perinatal/infant mortality and program planning.

Report Title: Evaluation of Maternal and Child Health Programs

Contact Person/Title: Binsacca, Martin, Shor

Phone #: 874-5765 Dept. #: 405 Frequency or Date: Periodic

Subject Code: Program Evaluation

Content: Evaluation of various Maternal and Child Health Programs. Used for program planning.

Report Title: Maternal and Child Health Services

Contact Person/Title: Binsacca

Phone #: 874-5765 Dept. #: 405 Frequency or Date: Annual, Periodic

Subject Code: Program Monitoring

Content: Summary of maternal and child health services by type of service. Used for program monitoring. Required by State Department of Health Services.

Report Title: Quarterly Report on Community Health Nursing Services
Contact Person/Title: Binsacca, Cosgrove
Phone #: 874-5765 Dept. #: 405 Frequency or Date: Quarterly
Subject Code: Program Monitoring
Content: Community health nursing field, patient group and community services. Used for program monitoring. Required by State Department of Health Services.

Report Title: Quarterly Report on Environmental Health Services
Contact Person/Title: Binsacca, Cosgrove
Phone #: 874-5765 Dept. #: 405 Frequency or Date: Quarterly
Subject Code: Workload Data
Content: Environmental health services by program and type of activity. Used for program monitoring. Required by State Department of Health Services.

Report Title: Birth and Death Statistics
Contact Person/Title: Howlett, Cosgrove
Phone #: 874-5765 Dept. #: 405 Frequency or Date: Annual
Subject Code: Other - Vital Statistics
Content: Alameda County data on births and deaths. Used for health status monitoring.

Report Title: Community Health Nursing Time Studies
Contact Person/Title: Cowan, Howlett, Cosgrove
Phone #: 874-5765 Dept. #: 405 Frequency or Date: One month per quarter
Subject Code: Workload Data
Content: Time spent by Community Health Nursing staff by program, by type of activity and by nursing unit. Used for monitoring nursing time. Required by State Department of Health Services for EPSDT funding.

Report Title: Birth and Death Indices
Contact Person/Title: Lavin
Phone #: 874-6396 Dept. #: 405 Frequency or Date: Weekly, Monthly, Annual
Subject Code: Other - Vital Statistics
Content: Listing of all births and deaths occurring in Alameda County by name, certificate number, source of registration and date of event. Used by Health Agency and County Recorder personnel to locate certificates. Also used for research purposes.

Report Title: Family Planning Report

Contact Person/Title: Howlett, Cosgrove

Phone #: 874-5765 Dept. #: 405 Frequency or Date: Monthly, Quarterly, Ann

Subject Code: Program Administration

Content: Monthly billing tape used to bill the State. Quarterly and annual reports on Family Planning patients and services used for required reports to the Federal Health and Human Services.

Report Title: Rabies Report

Contact Person/Title: Cosgrove

Phone #: 874-5765 Dept. #: 405 Frequency or Date: Quarterly, Annual

Subject Code: Program Monitoring

Content: Report on investigations of animal bites. Used for program monitoring and planning.

Report Title: Ambulance Dispatch Response Report

Contact Person/Title: Lathrop

Phone #: 874-6829 Dept. #: 426 Frequency or Date: Monthly

Subject Code: Program Monitoring

Content: Report on ambulance response to emergency dispatches. Used for program monitoring and reporting to police departments and hospitals.

Report Title: Blood Serology Report

Contact Person/Title: Ehrhard

Phone #: 874-5895 Dept. #: 428 Frequency or Date: Semi-annual

Subject Code: Program Monitoring

Content: Report on blood serology examination results by type of examination and by source of referral. Used for budgetary purposes.

Report Title: VD Epidemiology Report

Contact Person/Title: Gordon

Phone #: 577-1739 Dept. #: 429 Frequency or Date: Semi-annual

Subject Code: Program Monitoring

Content: Report on activities of and clients followed by Sexually Transmitted Disease field investigators. Used for reports required by State Department of Health Services.

HCSA - MENTAL HEALTH

Report Title: Short/Doyle Plan

Contact Person/Title: Barbara Majak/Director, Management Services

Phone #: 874-5471 Dept. #: 440 Frequency or Date: Annual

Subject Code: Program Plan

Content: State required information on County Mental Health Services, population served, types of services, staffing patterns, needs assessments, fiscal data, client profile, etc.

Report Title: East Oakland Mental Health Needs of Children

Contact Person/Title: Barbara Majak/Director, Management Services

Phone #: 874-5471 Dept. #: 440 Frequency or Date: 10/82

Subject Code: Needs Assessment

Content: Demographic data. Assessment of impact of the closing of East Oakland Health Alliance. Criteria for future promotion of services.

Report Title: Overview of Children Outpatient Services

Contact Person/Title: Barbara Majak/Director, Management Services

Phone #: 874-5471 Dept. #: 440 Frequency or Date: 1982

Subject Code: Program Administration

Content: Describes existing Mental Health Services for children.

Report Title: Workload Standards, Children and Adult Services

Contact Person/Title: Barbara Majak/Director, Management Services

Phone #: 874-5471 Dept. #: 440 Frequency or Date: 1981

Subject Code: Program Standards

Content: Sets standards for professional staff at Mental Health Services for children and adults.

Report Title: Productivity Improvement Project, Children and Adults

Contact Person/Title: Barbara Majak/Director, Management Services

Phone #: 874-5471 Dept. #: 440 Frequency or Date: 1982

Subject Code: Program Standards

Content: Evaluates the implementation of workload standards.

Report Title: Mental Health Manpower Demonstration Project, Phase 1
Contact Person/Title: Barbara Majak/Director, Management Services
Phone #: 874-5471 Dept. #: 440 Frequency or Date: 1982
Subject Code: Staffing Study
Content: Information regarding the development of tested strategies to
better serve target populations within available manpower resources.

Report Title: Monitoring Process
Contact Person/Title: Barbara Majak/Director, Management Services
Phone #: 874-5471 Dept. #: 440 Frequency or Date: 11/82
Subject Code: Contract Monitoring
Content: Information and format for monitoring adult outpatient contracted
programs.

Report Title: Criminal Justice Mental Health System Study
Contact Person/Title: Barbara Majak/Director, Management Services
Phone #: 874-5471 Dept. #: 440 Frequency or Date: 1982
Subject Code: Program Data
Content: Criminal Justice profile. Recommendations on Criminal Justice,
mental health needs.

Report Title: Villa Fairmont Evaluation
Contact Person/Title: Barbara Majak/Director, Management Services
Phone #: 874-5471 Dept. #: 440 Frequency or Date: 1982
Subject Code: Program Evaluation
Content: Evaluation of program at Villa Fairmont after first year of
operation.

Report Title: Napa State Hospital Report
Contact Person/Title: Barbara Majak/Director, Management Services
Phone #: 874-5471 Dept. #: 440 Frequency or Date: Quarterly, Annual
Subject Code: Program Data
Content: Hospital utilization data by Alameda County. Trend analysis.

Report Title: Contract County Services Assessment Summary

Contact Person/Title: Barbara Majak/Director, Management Services

Phone #: 874-5471 Dept. #: 440 Frequency or Date: Quarterly/Annual

Subject Code: Program Data

Content: Summarized data on County operated and contracted services.

Report Title: Data Task Force

Contact Person/Title: Barbara Majak/Director, Management Services

Phone #: 874-5471 Dept. #: 440 Frequency or Date: 1982

Subject Code: Program Data

Content: Demographic, geographic diagnostic profile of mental health patients in Alameda County, County operated and contracted services.

Report Title: Case Management Study

Contact Person/Title: Barbara Majak/Director, Management Services

Phone #: 874-5471 Dept. #: 440 Frequency or Date: 1982

Subject Code: Program Data

Content: Identifies cost effectiveness of case management of chronic population of Alameda County.

Report Title: Study of Clinical Cost of Services

Contact Person/Title: Barbara Majak/Director, Management Services

Phone #: 874-5471 Dept. #: 440 Frequency or Date: 1982

Subject Code: Program Data

Content: Information on cost per hour of service by discipline type

Report Title: Mental Health Advisory Board Training Packet

Contact Person/Title: Barbara Majak/Director, Management Services

Phone #: 874-5471 Dept. #: 440 Frequency or Date: 1981

Subject Code: Other - Advisory Board Data

Content: County demographic data, summary of socio-economic status, services information.

Report Title: Mental Health Advisory Board

Contact Person/Title: Mike Lippitt/Staff Assistant, MHAB

Phone #: 874-5471 Dept. #: 440 Frequency or Date: Annual

Subject Code: Annual Report

Content: Board Activities' Report

Report Title: Position Paper, Ad Hoc Conciliation Court Committee

Contact Person/Title: Mike Lippitt/Staff Assistant, MHAB

Phone #: 874-5471 Dept. #: 440 Frequency or Date: 1982

Subject Code: Program Evaluation

Content: Position paper on the quality and equality of services provided to Alameda County residents by the Family Court.

Report Title: Quarterly Report of Convulsive Treatments for Alameda County

Contact Person/Title: Nancy Fernandez/Coordinator, Program Development

Phone #: 874-5191 Dept. #: 440 Frequency or Date: Quarterly

Subject Code: Program Data

Content: Data on number of individuals who have received convulsive treatment in Alameda County during the quarter.

Report Title: Quarterly Report on Denial of Rights

Contact Person/Title: Nancy Fernandez/Coordinator, Program Development

Phone #: 874-5191 Dept. #: 440 Frequency or Date: Quarterly

Subject Code: Program Data

Content: Data on number of individuals who were denied specific rights in psychiatric wards of hospitals in Alameda County.

Report Title: Quarterly Productivity Index - Mental Health Outpatient Svcs.

Contact Person/Title: Thomas, Deputy Dir. M.H./Lippitt, Staff Assistant, MHAB

Phone #: 5191/5471 Dept. #: 440 Frequency or Date: Quarterly

Subject Code: Workload Measurement

Content: Report measures amount of time spent by clerical staff in direct patient contact as well as in provision of indirect services. Is done as a percentage of established workload standard for outpatient clinics.

Report Title: Operations and Quality Assurance Policy Manual - Mental Health
Contact Person/Title: Taubman, Director, Quality Assurance/Thomas, Dir., M.H.
Phone #: 874-5471 Dept. #: 440 Frequency or Date: Annual 3/82
Subject Code: Department/Office Policies and Procedures
Content: Outpatient clinic operations policies, supervision and professional standards policy, utilization review plan, case recording policy and standards, peer review plan, medication practice standards and monitoring procedures.

Report Title: Mental Health Management Information System
Contact Person/Title: Alan Stein, Coordinator of Management Information
Phone #: 5035 Dept. #: 440 Frequency or Date: Quarterly, Annually
Subject Code: Program Data
Content: Comprehensive management information system of county and contract agency services; program data used for program planning, monitoring and evaluation; contract services data for discharges and county services. Data includes all admissions, discharges and open caseload; data elements are client age, sex, ethnic group, education, admit and discharge data, etc.

Report Title: Mental Health Billing Reports
Contact Person/Title: Diane Stangal, Fiscal Officer
Phone #: 8-81-6973 Dept. #: 440 Frequency or Date: Daily, weekly, mthly
Subject Code: Financial data
Content: Reports include hospital daily billings for statements of family bills, list of automatic adjustments, credit balance roster of missing POE labels, charges, generated by payor and revenue center fiscal recapture by revenue center, detail list of receipts and adjustments, billing summary by revenue center and roster of UMDAP reviews due.

Report Title: Mental Health Client Data
Contact Person/Title: Alan Stein, Coordinator of Management Information
Phone #: 5035 Dept. #: 440 Frequency or Date: Monthly, Quarterly, Ann
Subject Code: Client Data
Content: Reports include roster of incomplete referrals, patient reference (family name, number, address, UMDAP liability, patient number and name), direct services to outpatients by types. Summary of services received by age and range and groups and patient length of stay.

Report Title: Mental Health Staff Reports
Contact Person/Title: Alan Stein, Coordinator of Management Information
Phone #: 5035 Dept. #: 440 Frequency or Date: Monthly, Quarterly, Ann
Subject Code: Workload Data
Content: Reports include hours and units of direct service provided to staff and community services, training hours received and rendered, roster of therapist caseload community service hours by size of group contacted, professional type by agency, organization reporting center caseload summary.

Report Title: Workload Standards-A.C. Mental Health Svcs.-Adult & Child Outpt.
Contact Person/Title: Alan R. Stein
Phone #: 874-5035 Dept. #: 440 Frequency or Date: 1978 One-time
Subject Code: Program Evaluation
Content: Time-series analysis.

Report Title: Productivity Improvement Index
Contact Person/Title: Alan R. Stein
Phone #: 874-5035 Dept. #: 440 Frequency or Date: Quarterly
Subject Code: Program Evaluation
Content: Ongoing analysis of staff effort at the individual and clinic level of productivity based on an expected standing.

Report Title: Clinical Cost Model
Contact Person/Title: Alan R. Stein
Phone #: 874-5035 Dept. #: 440 Frequency or Date: One-time
Subject Code: Other - Productivity Improvement
Content: A model for determining clinical hourly cost (based on salary plus fringe benefits) related to productivity.

Report Title: Performance Indicators for Mental Health Standards
Contact Person/Title: Alan R. Stein
Phone #: 874-5035 Dept. #: 440 Frequency or Date: Quarterly
Subject Code: Program Monitoring
Content: Significant rating for categorical populations based on Center Budgets, annual caseload, per capita expenditures and clinical staff hours.

HCSA - ALCOHOL & DRUG ABUSE SERVICES

Report Title: Report of Actual Expenditures - Alcohol
Contact Person/Title: Florence Gardner, ASA
Phone #: 874-6019 Dept. #: 444 Frequency or Date: Annually 12/8/82
Subject Code: Financial Statements
Content: Delineates funding sources and expenditures for administration and alcohol services. Report is compiled as required by the State Department of Alcohol and Drug Programs.

Report Title: Cash Reporting/Data Collection Cost Report - Drug
Contact Person/Title: Florence Gardner, ASA
Phone #: 874-6019 Dept. #: 444 Frequency or Date: Annually 11/12/82
Subject Code: Financial Statements
Content: Delineates expenditures for administration and drug abuse services. Report is compiled as required by the State Department of Alcohol and Drug Programs.

Report Title: Deaths Related to Drug/Alcohol Abuse
Contact Person/Title: Irene Lew, Supervising Clerk
Phone #: 874-6019 Dept. #: 444 Frequency or Date: Semi-annually
Subject Code: Demographic Data
Content: Alcohol and drug deaths compiled from death certificates broken down by various demographic factors.

Report Title: Contract Index - Drug/Alcohol
Contact Person/Title: Irene Lew, Supervising Clerk
Phone #: 874-6019 Dept. #: 444 Frequency or Date: Update as needed
Subject Code: Other - Contract Listing
Content: Indicates time period of contracts, amounts, and funding source for all contracts funded by Alcohol and Drug Abuse Services.

Report Title: Program Inventory - Drug/Alcohol
Contact Person/Title: Dana Kueffner, Drug Program Admin/Al Wright, Al. Prog. Adm.
Phone #: 874-6424 Dept. #: 444 Frequency or Date: Updated Regularly
Subject Code: Program Data
Content: An up to date directory of Alcohol and Drug Abuse programs in Alameda County including those funded by the county and private sources. Includes basic information useful for referral purposes.

Report Title: Program Monitoring Reports - Drug/Alcohol
Contact Person/Title: Al Wright, Al. Prog. Adm./Dana Kueffner, Drug Prog. Adm.
Phone #: 874-6424 Dept. #: 444 Frequency or Date: Annual
Subject Code: Contract Monitoring
Content: Site visit reports for all community based contracted services. Monitoring based on established standards and contract stipulations.

Report Title: County Advisory Committee on Drug Programs
Contact Person/Title: Dana Kueffner, Drug Program Administrator
Phone #: 874-6424 Dept. #: 444 Frequency or Date: Monthly
Subject Code: Advisory Board Minutes
Content: Minutes from monthly meetings which include information of current events and policies related to county drug abuse programming.

Report Title: Inter-Agency Drug Coordinating Committee
Contact Person/Title: Jim Hays, Planner
Phone #: 874-6424 Dept. #: 444 Frequency or Date: Monthly
Subject Code: Advisory Board Minutes
Content: IADCC serves as planning body for drug abuse services. Minutes contain information related to the ongoing drug abuse planning process.

Report Title: Methadone Regulations
Contact Person/Title: Dana Kueffner, Drug Program Administrator
Phone #: 874-6424 Dept. #: 444 Frequency or Date: As Needed
Subject Code: Other - Regulations
Content: Updated file of changes in State and Federal Methadone Maintenance Regulations.

Report Title: Management Information Systems Manual - Alcohol
Contact Person/Title: Al Wright, Alcohol Program Administrator
Phone #: 874-6424 Dept. #: 444 Frequency or Date: As Needed
Subject Code: Department/Office Policies and Procedures
Content: Instructional manual for alcohol programs for submitting monthly activity reports. Reports supply information on number and types of individuals receiving alcohol services.

Report Title: Quarterly MIS Reports to Alcohol Advisory Board
Contact Person/Title: Al Wright, Alcohol Program Administrator
Phone #: 874-6424 Dept. #: 444 Frequency or Date: Monthly
Subject Code: Program Data
Content: Analysis of demographic data describing participants in alcohol programs.

Report Title: Request for Proposal Application - Drug/Alcohol
Contact Person/Title: Al Wright, Alcohol Program Administrator
Phone #: 874-6424 Dept. #: 444 Frequency or Date: As Needed
Subject Code: Other - Request for Proposal
Content: Information supplied by programs in response to RFPs. Proposals contain detailed information regarding proposed program activities.

Report Title: Request for Proposals - Drug/Alcohol
Contact Person/Title: Al Wright, Al.Prog.Adm./Dana Kueffner, Drug Prog. Admin.
Phone #: 874-6424 Dept. #: 444 Frequency or Date: As Needed
Subject Code: Other - Request for Proposal
Content: Describes required contents of proposals for alcohol and drug services by community based organizations.

Report Title: County Alcohol Plan
Contact Person/Title: Al Wright, Alcohol Program Administrator
Phone #: 874-6424 Dept. #: 444 Frequency or Date: Annual
Subject Code: Program Plan
Content: Annual plan which provides overview of county's needs for alcohol services and the county's response to the alcohol problem. It serves as the basis for the State providing funding for specified services.

Report Title: Program Standards - Youth Intervention Programs
Contact Person/Title: Dana Kueffner, Drug Program Administrator
Phone #: 874-6424 Dept. #: 444 Frequency or Date: Annual/as needed
Subject Code: Program Standards
Content: Standards for the operation of community/school based drug prevention/intervention programs for youth. Standards define services and minimum requirements for operation of programs.

Report Title: Program Standards - Nonresidential Programs - Drug/Alcohol
Contact Person/Title: Dana Kueffner, Drug Prog. Adm./Al Wright, Al. Prog. Adm.
Phone #: 874-6424 Dept. #: 444 Frequency or Date: Annual/as needed
Subject Code: Program Standards
Content: Standards for the operation of all county funded nonresidential community based alcohol/drug programs. Standards define services and minimum requirements for program operation.

Report Title: Program Standards - Residential - Drug/Alcohol
Contact Person/Title: Al Wright, Al.Prog.Admin./Dana Kueffner, Drug Prog.Adm.
Phone #: 874-6424 Dept. #: 444 Frequency or Date: Annual/as needed
Subject Code: Program Standards
Content: Standards for the operation of all county funded residential community based drug and alcohol programs. Standards define services and minimum requirements for program operation.

Report Title: Administrative Standards - Drug
Contact Person/Title: Dana Kueffner, Drug Program Administrator
Phone #: 874-6424 Dept. #: 444 Frequency or Date: Annual/as needed
Subject Code: Program Standards
Content: Standards for the administrative operation of all community based drug programs. Standards set minimum requirements in areas of general management, fiscal management and personnel policies and procedures.

Report Title: County Drug Abuse Plan
Contact Person/Title: Dana Kueffner, Drug Program Administrator
Phone #: 874-6424 Dept. #: 444 Frequency or Date: Annual
Subject Code: Program Plan
Content: Annual plan which provides overview of county's needs for drug services and the county's response to the drug abuse problem. It serves as the basis for the State providing funding for specified services.

Report Title: Drug Abuse Needs Assessment
Contact Person/Title: Dana Kueffner, Drug Program Administrator
Phone #: 874-6424 Dept. #: 444 Frequency or Date: March, 1979
Subject Code: Needs Assessment
Content: Study examining relevant county drug abuse indicators to determine the extent and nature of the drug abuse problem.

Report Title: Youth Intervention Program Evaluation
Contact Person/Title: Jim Haye, Planner
Phone #: 874-6424 Dept. #: 444 Frequency or Date: July, 1981
Subject Code: Program Evaluation
Content: Site visit evaluation of all Youth Intervention Programs (YIP). Includes description summaries of each YIP program.

Report Title: Alcohol and Drug Abuse Legislation - Current Status
Contact Person/Title: Dana Kueffner, Drug Prog. Adm./Al Wright, Al Prog. Adm.
Phone #: 874-6424 Dept. #: 444 Frequency or Date: Regularly
Subject Code: Legislative Report
Content: Legislative update received periodically from the State which details the status of current or proposed legislation at the State.

Report Title: Quarterly Methadone Maintenance Reports
Contact Person/Title: Dana Kueffner, Drug Program Administrator
Phone #: 874-6424 Dept. #: 444 Frequency or Date: Quarterly
Subject Code: Program Data
Content: Reports submitted by methadone maintenance programs detailing number and types of persons served and service activity information. Reports are required by the State.

Report Title: Contract Renewal Application - Alcohol
Contact Person/Title: Al Wright, Alcohol Program Administrator
Phone #: 874-6424 Dept. #: 444 Frequency or Date: Annual
Subject Code: Other - Contract Application
Content: Detailed description of programs and services for each county funded alcohol program. Applications are required for all programs as a condition to contracting with the county.

HCSA - HIGHLAND HOSPITAL

Report Title: Cash Report
Contact Person/Title: Dorothy Erickson, Cashier
Phone #: 8-87-695 Dept. #: 470 Frequency or Date: Daily & Monthly
Subject Code: Financial Report
Content: Cash receipts by payor, I/P, O/P. Daily, monthly and year-to-date information. Comparison to budget.

Report Title: Departmental Position Control
Contact Person/Title: Dennis Scott, Budget Officer
Phone #: 8-87-673 Dept. #: 470 Frequency or Date: Monthly
Subject Code: Personnel Report
Content: Budget position, FTE and historical information.

Report Title: Meal Count

Contact Person/Title: Dianne Pajaud, Executive Dietitian

Phone #: 8-87-454 Dept. #: 470 Frequency or Date: Monthly

Subject Code: Workload Data

Content: Volume of meals served to patients and guests and value of meals served.

Report Title: Medi-Cal & Medicare Cost Report and CHFC Report

Contact Person/Title: Gary Homan

Phone #: 8-87-673 Dept. #: 470 Frequency or Date: Annually

Subject Code: Other - Cost and Compliance Reports

Content: Medi-Cal and Medicare Hospital Cost Reports on which reimbursement is based. The costs are stepped-down from non-revenue producing into revenue producing cost centers. The CHFC is a compliance report which contains statistical and financial information.

Report Title: Nursing Staffing Plan

Contact Person/Title: Mary Davis, Director of Nursing

Phone #: 8-87-442 Dept. #: 470 Frequency or Date: Every six weeks

Subject Code: Program Monitoring

Content: Acuity and staffing for bedside nursing.

Report Title: Operations Report/Financial Statements

Contact Person/Title: Carl Halpern, Manager of General Accounting

Phone #: 8-87-676 Dept. #: 470 Frequency or Date: Monthly

Subject Code: Financial Statements

Content: Year to date expenditures, revenue and variance figures.

Report Title: Recapitulation of Patients in Hospital

Contact Person/Title: Dolores Lum

Phone #: 8-87-370 Dept. #: 470 Frequency or Date: Monthly

Subject Code: Workload Data

Content: Admits, discharges, patient days, mortality, O/P visits, E/R visits, volume of ancillary services delivered.

Report Title: Statistical Report - Medical Social Services
Contact Person/Title: Sandra Holliday, Chief, Medical Social Services
Phone #: 8-87-485 Dept. #: 470 Frequency or Date: Monthly
Subject Code: Program Evaluation/Productivity
Content: Measurement of effectiveness and workload of Medical Social Services Department.

Report Title: Statistical Report - Community Relations
Contact Person/Title: Sharon Renteria, Supervisor
Phone #: 8-87-558 Dept. #: 470 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Measurement of number of contacts made by translators with hospital patients.

Report Title: Highland Hospital Accounts Payable and General Ledger
Contact Person/Title: Hank Fanelli, Finance Director
Phone #: 8-87-504 Dept. #: 470 Frequency or Date: Ongoing
Subject Code: Financial Data
Content: Produces vendor warrants and maintains accrual type general ledger summary and detail reports by cost center and natural classifications. Maintains records of payments to vendor and interfaces with PBARS and payroll systems.

HCSA - FAIRMONT HOSPITAL

Report Title: Statement of Financial Conditions
Contact Person/Title: Carol Oakley, Acting Director of Finance
Phone #: 8-88-1543 Dept. #: 471 Frequency or Date: Monthly
Subject Code: Financial Statement
Content: Balance sheet for hospital; income and expense by line item and category; income and expense by cost center.

Report Title: Revenue Source Status Report
Contact Person/Title: Carol Oakley, Acting Director of Finance
Phone #: 8-88-1543 Dept. #: 471 Frequency or Date: Monthly
Subject Code: Financial Report
Content: Analysis of revenue and payment sources by category.

Report Title: Report of Accounts Receivable, Collections & Deposits
Contact Person/Title: Carol Oakley, Acting Director of Finance
Phone #: 8-88-1543 Dept. #: 471 Frequency or Date: Monthly
Subject Code: Financial Statement
Content: Revenue, collections and deposits by account number, i.e. trust
accounts, enterprise fund.

Report Title: Fairmont Disaster Plan
Contact Person/Title: Charles Sanders, Assistant Administrator
Phone #: 8-88-1367 Dept. #: 471 Frequency or Date: Ongoing
Subject Code: Department/Office Policies and Procedures
Content: Internal and external procedures to be followed in case of
disaster, e.g. emergency sources of water and power.

Report Title: Ambulatory Service Report
Contact Person/Title: Michael Smart, Assistant Administrator
Phone #: 8-88-1367 Dept. #: 471 Frequency or Date: Monthly
Subject Code: Workload Measurement
Content: List of patient visits and ancillary services by department.

Report Title: Medical Social Services Nursing Home Referrals
Contact Person/Title: Michael Smart, Assistant Administrator
Phone #: 8-88-1367 Dept. #: 471 Frequency or Date: Monthly
Subject Code: Program Evaluation
Content: Measurement of the effectiveness of medical social workers in
placing and referring patients.

Report Title: Budgeted Work Units
Contact Person/Title: Neil Petersen, Associate Administrator
Phone #: 8-88-1537 Dept. #: 471 Frequency or Date: Monthly
Subject Code: Workload Data
Content: Work units, actual and budgeted where measurable.

Report Title: Inpatient Report

Contact Person/Title: Charles Sanders, Assistant Administrator

Phone #: 8-88-1367 Dept. #: 471 Frequency or Date: Monthly

Subject Code: Program Data

Content: Hospital census information by wards and categories.

Report Title: Monthly Activities Report

Contact Person/Title: Vincent Parlette, Hospital Administrator

Phone #: 8-88-1426 Dept. #: 471 Frequency or Date: Monthly

Subject Code: Program Monitoring

Content: Major activities for past month, next month's objectives, i.e. nursing, administrative, medical and financial.

Report Title: Medi-Cal and Medicare Cost Report and CHFC Report

Contact Person/Title: Marjorie Smith, Reimbursement Specialist

Phone #: 8-88-1608 Dept. #: 471 Frequency or Date: Annually

Subject Code: Other - Cost & Compliance Report

Content: Medi-Cal and Medicare Hospital Cost Reports on which reimbursement is based. The costs are stepped-down from non-revenue producing into revenue producing cost centers. The CHFC is a compliance report which contains statistical and financial information.

Report Title: Policy and Procedures Manual

Contact Person/Title: Vince Parlette, Administrator

Phone #: 8-88-1426 Dept. #: 471 Frequency or Date: On-going

Subject Code: Department Policies and Procedures

Content: Policies and procedures regulating hospital operations. Updated periodically to reflect external changes, e.g. patient's rights, licensure, medical memoranda.

Report Title: Nursing Administrative Policy Manual

Contact Person/Title: Helen Morton, Director of Nursing

Phone #: 8-88-1448 Dept. #: 471 Frequency or Date: On-going

Subject Code: Department Policies and Procedures

Content: Policies and practices for all nurse managers.

Report Title: Nursing Hourly Report

Contact Person/Title: Helen Morton, Director of Nursing

Phone #: 8-88-1448 Dept. #: 471 Frequency or Date: Monthly

Subject Code: Program Monitoring

Content: Acuity and staffing for bedside nursing.

Report Title: Comparative Rate/Charge Schedule

Contact Person/Title: Carol Oakley, Acting Director of Finance

Phone #: 8-88-1543 Dept. #: 471 Frequency or Date: As Needed

Subject Code: Fee Schedule

Content: Rate schedule stating current and proposed rates for hospital services.

Report Title: Fairmont Hospital Accounts Payable and General Ledger

Contact Person/Title: Carol Oakley, Acting Finance Director

Phone #: 8-88-1545 Dept. #: 471 Frequency or Date: Ongoing

Subject Code: Financial Data

Content: Produces vendor warrants and maintains accrual type general ledger summary and detail reports by cost center and natural classifications. Maintains records of payments to vendor and interfaces with PBARS and payroll systems.

PUBLIC WORKS - ROAD DEPARTMENT

Report Title: Road Maintenance Study Findings

Contact Person/Title: Ronald Sorensen, Chief, Road Department

Phone #: 881-6443 Dept. #: 509 Frequency or Date: November 1981

Subject Code: Operational Improvements

Content: Outlines specific areas in need of operational improvements and provides recommendations.

Report Title: Annual Road Report to the State Controller

Contact Person/Title: Noelle Pilat, Chief Fiscal Officer

Phone #: 881-6455 Dept. #: 509 Frequency or Date: Annual

Subject Code: Financial Statements

Content: Documents the revenues and expenditures of the Road Fund. Information is used for State reporting purposes.

LIBRARY

Report Title: Computer Generated Circulation Report
Contact Person/Title: Osborne/Supervising Clerk III
Phone #: 881-6337 Dept. #: 780 Frequency or Date: Monthly
Subject Code: Program Evaluation/Workload Measurement
Content: Characteristics of patron borrowing patterns by age, by branch, by statistical category of material borrowed. Used for collection evaluation as development.

Report Title: Daily Log
Contact Person/Title: Osborne/Supervising Clerk III
Phone #: 881-6337 Dept. #: 780 Frequency or Date: Daily
Subject Code: Workload Measurement
Content: Circulation activity by CRT; number of: check in/out; patron registration/re-registrations; renewals

Report Title: Monthly Workload Statistics--Information Materials Proc. Div.
Contact Person/Title: Osborne/Supervising Clerk III
Phone #: 881-6337 Dept. #: 780 Frequency or Date: Monthly
Subject Code: Workload Measurement
Content: Materials by type ordered, received, cataloged, processed and consigned.

Report Title: Book Stock Report
Contact Person/Title: Osborne/Supervising Clerk III
Phone #: 881-6337 Dept. #: 780 Frequency or Date: Monthly
Subject Code: Program Evaluation/Workload Measurement
Content: Shows materials added/deleted from individual collections by title/volumes. Includes books, records, films, cassettes.

Report Title: Collection Maintenance Report
Contact Person/Title: Baca/Supervising Clerk II
Phone #: 881-6337 Dept. #: 780 Frequency or Date: Monthly
Subject Code: Workload Measurement
Content: Number of materials, mended, jackets.

Report Title: Inter-Library Loan Statistical Report

Contact Person/Title: Carlson/Administrative Services Assistant

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Annual

Subject Code: Workload Measurement/Program Evaluation

Content: Measures level of ILL activity by location, between ACO libraries and outside libraries.

Report Title: Vendor Profile Analysis

Contact Person/Title: Baca/Supervising Clerk II

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Annual

Subject Code: Financial Analysis

Content: Library materials suppliers evaluated and compared by: discount rate offered, fill rate, timeliness, used to make purchasing decisions.

Report Title: Unaccessioned Materials Analysis

Contact Person/Title: Osborne/Supervising Clerk III

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Annual

Subject Code: Financial Analysis/Workload Measurement

Content: Uncataloged materials purchased/processed by dollars spent, loss rate, type of material.

Report Title: State Library--Inter-Library Loan Reimbursement Report

Contact Person/Title: Haas/Library Assistant II

Phone #: 791-4797 Dept. #: 780 Frequency or Date: Monthly

Subject Code: Workload Data

Content: Number of materials loaned to libraries outside Alameda County
Library net lenders are reimbursed per item by the State Library.

Report Title: State Library--Direct Loan Reimbursement Report

Contact Person/Title: Carlson/Administrative Services Assistant

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Quarterly

Subject Code: Workload Data

Content: Number of materials borrowed by library patrons living outside the County Library service areas. Net lenders are reimbursed per item by the State library.

Report Title: Automated Circulation System Manual
Contact Person/Title: Osborne/Supervising Clerk III
Phone #: 881-6337 Dept. #: 780 Frequency or Date: Ongoing
Subject Code: Department/Office Policies and Procedures
Content: County library policies and procedures as they relate to the use of the Automated Circulation System. Copy at each work location.

Report Title: Materials Loss Rate Report
Contact Person/Title: Osborne/Supervising Clerk III
Phone #: 881-6337 Dept. #: 780 Frequency or Date: Annual
Subject Code: Financial Analysis/Risk Assessment
Content: Measures annual loss rate (stolen or not returned) of library materials. Report is used to analyze and evaluate security measures and loan policies as they relate to the maintenance of the collections integrity.

Report Title: Messenger Collection Report
Contact Person/Title: Osborne/Supervising Clerk III
Phone #: 881-6337 Dept. #: 780 Frequency or Date: Weekly
Subject Code: Workload Data/Financial Analysis
Content: The messenger calls on delinquent patrons for the purpose of recovering overdue books. The report includes number of house calls made, number of books involved, number of books retrieved, dollar value of retrieval.

Report Title: Computer Activity Report
Contact Person/Title: Osborne/Supervising Clerk III
Phone #: 881-6337 Dept. #: 780 Frequency or Date: Monthly
Subject Code: Program Monitoring
Content: Measures overdue notices generated, size of major files, desk space in use, and uptime. The report is used to monitor system performance and to analyze growth requirements.

Report Title: System Reference Statistical Report
Contact Person/Title: Crooks/Librarian IV
Phone #: 881-6337 Dept. #: 780 Frequency or Date: Monthly
Subject Code: Workload Measurement/Program Evaluation
Content: Reference questions asked and answered by number, type, location.

Report Title: Children's Services Evaluation Report

Contact Person/Title: Vogel/Librarian IV

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Monthly

Subject Code: Program Data/Workload Data

Content: Numbers and types of programs given by Children's Services staff in and outside each branch library.

Report Title: Branch Quarterly Reports

Contact Person/Title: Gilbert/Deputy County Librarian, Public Services

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Quarterly

Subject Code: Program Data/Workload Data

Content: Report in narrative form from each Branch Manager with information on kind/level of activity in following areas: programs, community contact, workload circulation reference, building and equipment status, quarterly goals; used by administrators as tool in policy, procedure, staffing decisions.

Report Title: Community Information Project

Contact Person/Title: Crooks/Librarian IV

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Annual

Subject Code: Demographic Data/Program Data

Content: File containing name/address/telephone/contact person/activity/population served for social, recreational, political, religious, service organizations in the communities served by the County Library. Used by the public, used by the Library to maintain working knowledge of the community, high community visibility and local support for libraries.

Report Title: Administrative Manual

Contact Person/Title: Sturgess/Supervising Secretary II

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Ongoing

Subject Code: Department/Office Policies and Procedures

Content: Library policies manual, organizational structure described. Copy at each work location.

Report Title: Procedures Manual

Contact Person/Title: Gilbert/Deputy County Librarian, Public Services

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Ongoing

Subject Code: Department/Office Procedures and Policies

Content: Internal library operational procedures. Copy at each work location.

Report Title: Personnel Manual

Contact Person/Title: Lundberg/Deputy County Librarian, Administrative Svcs.

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Ongoing

Subject Code: Department/Office Procedures and Policies

Content: Integrates County personnel policies and procedures with library personnel policies and procedures in one volume. Also contains current MOU, salary ordinance, and classification specifications for all library-related positions. Copy at each work location.

Report Title: Library Materials Monthly Expenditure Report

Contact Person/Title: Lundberg/Deputy County Librarian, Administrative Svcs.

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Monthly

Subject Code: Financial Statement

Content: Monthly expenditures by branch by program of service. Used to track and control expenditure for planning and distribution of system materials budget.

Report Title: Services and Supplies Expenditure Report

Contact Person/Title: Lundberg/Deputy County Librarian, Administrative Svcs.

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Monthly

Subject Code: Financial Statement

Content: Expenditures by branch, by account, used to track, plan, control expenditures.

Report Title: Monthly Statistical Report

Contact Person/Title: Lundberg/Deputy County Librarian, Administrative Svcs.

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Monthly

Subject Code: Workload Measurement/Program Monitoring

Content: Book stock by titles, by volumes, added/deleted, circulation, reference; items paged, volume compared with same months-prior year. Broken down by branch with percent increases/decreases.

Report Title: Revenue Collection Report

Contact Person/Title: Lundberg/Deputy County Librarian, Administrative Svcs.

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Monthly

Subject Code: Financial Analysis

Content: Revenue collected by branch, by source. Used to project future revenues.

Report Title: State Library Report

Contact Person/Title: Lundberg/Deputy County Librarian, Administrative Svcs.

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Annual

Subject Code: Annual Report

Content: 1) Funding level by expenditure category; 2) Revenue by source; 3) Staffing by classification/FTE/salary; 4) level of systems activity by circulation, reference questions, interlibrary loan, hours open; 5) library materials by size of collection, number, type, and acquisition by number, type; 6) expenditure per capita; 7) service area demographics.

Report Title: Cost Effective Equipment Maintenance Analysis

Contact Person/Title: Lundberg/Deputy County Librarian, Administrative Svcs.

Phone #: 881-6337 Dept. #: 780 Frequency or Date: 1982

Subject Code: Operational Improvements

Content: Study undertaken to determine most cost effective approach to maintenance of 84 microfilm readers. Alternatives examined: 1) maintenance contract; 2) maintenance as needed; 3) in house capability.

Report Title: Copier Equipment Survey

Contact Person/Title: Lundberg/Deputy County Librarian, Administrative Svcs.

Phone #: 881-6337 Dept. #: 780 Frequency or Date: 1981

Subject Code: Operational Improvements/Financial Analysis

Content: Survey of features/cost of copier equipment suitable for coin-operated public use in brach libraries. Compared with present equipment on volume, cost, revenue.

Report Title: Circulation Activity

Contact Person/Title: Carlson/Administrative Services Assistant

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Annual

Subject Code: Program Evaluation

Content: Level of circulation activity by branch, by type of material with program service sampling. Used in collection analysis, development, and library material purchasing decisions.

Report Title: Community Profile Analysis

Contact Person/Title: Lundberg/Deputy County Librarian, Administrative Svcs.

Phone #: 881-6337 Dept. #: 780 Frequency or Date: Annual

Subject Code: Demographi Data/Program Administration

Content: Each community in library service area is profiled by population size, area size, property tax revenue generated. Used as a guide in determining funding levels for library materials budget distribution to the branches.

Report Title: Cooperative Catalog Production-Cost Analyses/Cost Distribution
Contact Person/Title: Crary/Deputy County Librarian, Technical Services
Phone #: 881-6337 Dept. #: 781 Frequency or Date: Annual
Subject Code: Financial Analysis
Content: Formula for the equitable distribution of the cost of producing the catalog of holdings for three member libraries. Costs developed by size of materials budget spent on books, by number of titles added, by fixed costs.

U.C. BERKELEY LIBRARIES



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